



TOMRMS

February 09, 2026

Page 1 of 101

Schedule Number	Series Title
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A01 Associations and Organizations

File records dealing with outside organizations and associations here.

Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Under the 2017 By-Law, this schedule was changed from "destruction" to "destruction subject to review".

Excludes - Membership Fees - See Accounts Payable, F01.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction, Subject to Review

A02 Department Planning and Meetings

File records dealing with staff committees and meetings, and department/division level planning here.

Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports, departmental strategic plans, benchmarking and statistics, other planning documents and reports, and committees not directly related to City Council.

Excludes - Council Minutes and Agenda - See C03-C04

- Standing Committees - see C05-C06

- Health & Safety Committee meetings - see H04

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

A03 Computer Systems & Architecture

File records relating to computer hardware and software, and computer projects here.

Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions, and product evaluations. May also include requests for significant modification, fixes, and upgrades.

Excludes - Reports - file by subject

- Acquisitions - see Quotations and Tenders, F18

Retention based on Canada Revenue Agency, GST/HST Memoranda Series, Chapter 15: Books and Records (Revised 1999), 15.2 Computerized Records, June 2005, 286 (3.1) 8.

Department Retention:	6 Years
Total Retention - Destruction:	6 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 2 of 101

Schedule Number	Series Title
-----------------	--------------

A04	Conferences and Seminars
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File records relating to the attendance at conferences/seminars, or CTB sponsored conferences/seminars here.

Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars, and special functions attended by staff, or sponsored by the municipality.

Excludes:

- Speeches and Presentations - see M08
- Employee and Council Expenses - see F09
- Ceremonies and Events - see M02
- Invoices - see F01
- Rental Agreements - see L14
- Travel and Accomodation -see A13

Note: Only those sponsored by the Municipality will be considered for archival review.

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction, Subject to Review

A05	Consultants
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File records relating to the selection of consulting services here.

Series Closed: 01-22-2020

Includes correspondence, proposals, and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.

Excludes - Reports - fileby subject in TOMRMS

- Quotations and Tenders - see F18
- Invoices - see F01

This schedule was closed under the 2021 By-Law. Records contained should be filed in other records schedules.

For:

- Reports – file by subject
- Consulting relationship management and evaluation - A15
- Project based monitoring of consultant activities - see project file
- Procurement, Quotations, and Tenders - See F18
- Invoices - See F01

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 3 of 101

Schedule Number	Series Title
-----------------	--------------

A06	Inventory Control
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File records relating to the inventorying of supplies and small equipment here.

Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.

Excludes - Assets - see F06
- Controlled drug substances - see S18
-Petroleum products - see E24

Retention based on Canada Revenue Agency, GST/HST Memoranda Series, Chapter 15: Books and Records (Revised 1999), 15.2 Computerized Records, June 2005, 286 (3.1) 8.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition: Destruction
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A07	Office Equipment and Furniture
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File records relating to purchased or leased office equipment and furniture here.

Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.

Excludes - Computer Hardware and Software- see Computer/Information Systems, A03
-Service Agreements - see Contracts and Agreements - Simple, L14
-Assets, see F06

These files will be closed upon termination of lease or disposal of item.

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

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

A08	Office Services
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File records relating to purchased office services, or internal mail or internal printing/graphics here.

Includes records regarding the rates and services provided by courier, mail, and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition: Destruction
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TOMRMS

February 09, 2026

Page 4 of 101

Schedule Number	Series Title
-----------------	--------------

A09 Policies and Procedures

File departmental/divisional procedures and policies here.

Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.

Note: File will be closed when policy/procedures are superceded.

Total retention was changed from 1 year to 15 years under the 2021 By-Law.

Department Retention: 1 Year
Total Retention - Review: 15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

A10 Records Management

File records relating to the management of records (ie ""Archiving"") here.

Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.

Excludes - Retention By-Law - see C01

- Policies and Procedures - see A09

- Records Disposition - see A11

Note: these files will be closed once they have been superceded.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

A11 Records Disposition

File signed disposition (destruction/permanent) memos here.

Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 5 of 101

Schedule Number	Series Title
-----------------	--------------

A12	Telecommunications Systems
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File records relating to the phone/fax/internet service here.

Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, 911 emergency systems, and City consultations regarding communications towers.

Excludes - Licenses - see P09

- Assets - see F06

- Long Distance Call Records - see Accounts Payable, F01

-Agreements - see Contracts and Agreements, L04 or L14

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

A13	Travel and Accommodation
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File records relating to corporate travel here.

Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.

Excludes - Employee and Council expenses - see F09

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

A14	Uniforms and Clothing
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File records relating to the purchase of uniforms or special clothing here.

Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters' clothing and safety clothing used by utilities operators.

Note: these files will be closed upon the uniform/clothing being replaced.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction, Subject to Review



TOMRMS

February 09, 2026

Page 6 of 101

Schedule Number	Series Title
-----------------	--------------

A15 Vendors and Suppliers

File records relating to vendors or suppliers here.

Includes records regarding vendors and suppliers of goods and services as well as information about those goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.

Excludes - PurchaseOrders and Requisitions - see F17
- Office Equipment - owned and leased - see A07
- Fleet Management - see V01

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

FOI Designation: A* - SOME EXEMPTIONS APPLY Final Disposition: Destruction

A16 Intergovernmental Relations

File correspondence (and other documents) between the municipality and all other levels of government here.

Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed underneath this category by their subject, not the originator or recipient of the report and/or correspondence.

Excludes - Legislation - see L10, L11

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

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

A17 Information Access & Privacy

File records relating to FOI requests, privacy breaches, and FOI advice here.

Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MIFPPA), and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI requests made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).

Excludes - Copies of the Act - see Provincial Legislation, L11
- Complaints and Inquiries - see M04

Retention based on Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, R. 823, s. 5; as am. O. Reg. 124/15, s. 1.

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

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



TOMRMS

February 09, 2026

Page 7 of 101

Schedule Number	Series Title
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A18	Security
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File records relating to the security of facilities, including visitor log books, here.

Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.

Excludes - Vandalism Reports - see Incident/Reports, P05
-Computer Security - see Computer/Information Systems, A03

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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A19	Facilities Construction and Renovations
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File records relating to municipal facility construction/renovations here.

Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality.

Note: these files will be closed upon completion of construction/renovation project and completion of any outstanding issues.

Excludes - As-builts & drawings - see A27

Retention based on Construction Projects Regulation, under the Occupational Health and Safety Act, O.R. 213/91, ss. 19, 236(7).; and O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4.; and the Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.

Under the 2016 By-law, total retention has changed from 1 year to 2 years.

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

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



TOMRMS

February 09, 2026

Page 8 of 101

Schedule Number	Series Title
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A20	Building and Property Maintenance
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File records relating to the maintenance of municipal property and facilities here.

Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning, and pest control as well as licenses for devices such as elevators.

Excludes - Park Management - see R04

- Recreational Facilities - see R05

Retention based on Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 33.(6),(7), 4.(2).; and O. R. 209/01, s. 34; as am. O. R. 252/08, s. 19.

File closed for the equipment setup tests and manuals when equipment is removed.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

A21	Facilities Bookings
------------	----------------------------

File records relating to the booking of municipal facilities here.

Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities. Prior to the 2015 Bylaw this series was retained for 1 year before destruction. Records of large public events held at City facilities should be considered for archival retention.

Under the 2016 By-law, Final retention has changed from 1 year to 5 years

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

A22	Accessibility of Services
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Includes records relating to the accessibility of City buildings and City services, and information provided for people with disabilities.

Includes records relating to the accessibility of City buildings, services, and information provided to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.

Excludes - Report on services - see A25

As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on TOMRMS updates.

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent, Subject to Review



TOMRMS

February 09, 2026

Page 9 of 101

Schedule Number**Series Title**

A23 Information Systems Production Activity and Control

Includes records relating to computer system operations and backup tapes.

This series includes: records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes, and mainframe access forms.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

A24 Access Control and Passwords

Includes records relating to computer system operations and backup tapes.

This series includes records related to the management of and access to programs. Includes individual access, password management, etc.

Note: these files will be closed once they have been superceded.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

A25 Performance Management/Quality Assurance

Records regarding the performance of the Municipality as a whole and quality assurance programs.

Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, Balanced Score Cards, Municipal Performance Measurement Programs. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System, Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designed by a Ministry. Also reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc.

Excludes:

- Employee performance appraisal - see H03
- Council Goals & Objectives - see C08
- Financial regulatory reporting, FIR & MPMP - see F27

Total retention was changed from 5years to 6 years under the 2021 By-Law.

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, Subject To Review



TOMRMS

February 09, 2026

Page 10 of 101

Schedule Number	Series Title
-----------------	--------------

A26	Building Structure Systems
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To keep records regarding building systems that are part of the building structure.

This series includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.

Retention begins once the system has been replaced.

This series was created under the 2021 By-law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction, Subject To Review

FOI Designation:

A27	Drawings
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To keep architectural, engineering, and as-built drawings and supporting documentation.

This series includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.

Retention begins once the drawings are superceded or the life span of the asset has ended.

Retention based on Construction Projects Regulation, under the Occupational Health and Safety Act, O.R. 213/91, ss. 19, 236(7).

This series was created under the 2021 By-law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction, Subject To Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

C01	By-Laws
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File final versions of the municipal by-laws here.

Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the by-law.

Excludes - Background Information - file by subject in TOMRMS

Under 2016 By-Law, department retention changed from 1 year to 5 years and total retention changed from 1 year to 7 years to reflect use.

Official copies of By-Laws will be kept Permanently. Working Papers for By-Laws will be subject to review.

Under the 2018 By-Law, Final Disposition was changed from "Permanent" to "Permanent Subject to Review".

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 11 of 101

Schedule Number	Series Title
-----------------	--------------

C02 By-Laws - Other Municipalities

File by-laws from other municipalities here.

Includes final versions of by-laws of other municipalities which are of interest.

Note: The file will be closed once they are finished being used for reference.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

C03 City Council and Committee of the Whole Agenda Materials

File council agendas and meeting notices here.

Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.

Note: The file will be closed upon completion of the Council meeting.

Under the 2017 By-Law, the Series title was changed from "Council Agenda" to "City Council and Committee of the Whole Agenda Materials" and the Final Disposition from "Destruction" to "Permanent".

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

C04 City Council and Committee of the Whole Minutes

File council minutes here.

Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. May include In Camera sessions, access is restricted to these records. Also includes video recordings of Council meetings (formerly kept under C04A).

Excludes - Council Committees - see C05, C06

- Reports to Council - see C11

File closed upon end of term of Council.

Under the 2017 By-Law, the Series title was changed from "Council Minutes" to "City Council and Committee of the Whole Minutes". As of 2025, the total retention was changed from 1 year to 6 years.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 12 of 101

Schedule Number	Series Title
-----------------	--------------

C04A Council Minutes - Video Recordings

File video recordings of City Council Meetings here.

Series Closed: 01-23-2020

This series includes video recordings of City Council meetings.

This series was closed under the 2021 By-Law.

Department Retention: 3 Months
Total Retention - Destruction: 3 Months

FOI Designation: A* - SOME EXEMPTIONS APPLY Final Disposition: Destruction

C06 Council Committee Agendas and Minutes

File the agendas and minutes of all the Committees of Council here.

This series includes the agendas and minutes of all the committees of the Council, Committee of Adjustment, and copies of Local Board Minutes that members of Council belong to. May include In Camera sessions: access is restricted to these records.

Under the 2017 By-Law, the Series was amalgamated with C05 and the title was changed from "Council Committee Minutes" to "Council Committee Agendas and Minutes".

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

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

C07 Elections

File records regarding elections here.

Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.

File will be closed after election day.

Ballots will be retained for 120 days following election day. Prior to the 2017 By-Law, this was 90 days.

Note: final voter's list, election result, and election advertising material subject to archives review.

Retention based on Municipal Elections Act, 1996 S.O. 1996, c. 32 ss. 8.3(1),(5)

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction, Subject to Review



TOMRMS

February 09, 2026

Page 13 of 101

Schedule Number	Series Title
-----------------	--------------

C08 **Goals and Objectives**

File strategic planning documents here.

Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan, housing plan, and growth plan submissions prepared for the Ministry. File closed upon completion of goal or plan.

Excludes:

- Environmental Planning – see D03
- Official Plan – see D08

Total retention was changed from 1 year to 10 years under the 2021 By-Law.

Department Retention: 1 Year
Total Retention - Review: 10 Years

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

Final Disposition: Permanent

C09 **Motions and Resolutions**

File signed motions and resolutions of Council here.

Includes final signed versions of resolutions and motions of Council. File closed upon end of term of Council.

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

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

Final Disposition: Permanent

C10 **Motions and Resolutions - Other Municipalities**

File motions and resolutions of other municipalities here.

Includes final versions of motions and resolutions of other municipalities which are of interest.

File closed once the information is no longer required.

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

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

Final Disposition: Destruction

C100 **Community Strategic Issues**

File records related to broader issues affecting the community here.

Includes records related to broader issues affecting the community including transportation, employment, and health. Includes city-wide initiatives or projects that cross departments and may involve community partnerships.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent, Subject To Review



TOMRMS

February 09, 2026

Page 14 of 101

Schedule Number	Series Title
-----------------	--------------

C101 Indigenous Relations and Inclusion

File records related to Indigenous relations and the Indigenous Liaison here.

Includes correspondence and other records related to the municipalities dealing with Indigenous peoples and groups. Also includes the records of the Indigenous Liaison.

Under the 2018 By-Law the departmental retention was changed from 1 year to 3 years and the total retention was changed from 1 year to 4 years.

Department Retention:	3 Years
Total Retention - Review:	4 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition:	Permanent, Subject To Review
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C102 Closed Session Minutes, Agendas, Reports

File Closed session Council minutes and supporting documentation here.

Minutes and supporting documentation of closed sessions of Council. Includes subject files dealing with salaries, negotiations, benefits, terminations, accommodations, leaves of absence, unions, rehabilitation, human rights, and all city business including land sales, retail and telephone negotiations.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition:	Permanent
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C103 City Clerk's Administrative Files

To maintain a centralized reference source for the operation of the Office of the City Clerk.

MEMO:
This series consists of incoming correspondence, copies of outgoing correspondence, memoranda, reports, copies of minutes, petitions, proposals, City Clerk's and Deputy City Clerk's notebooks.

Originally, this schedule was designated as CR001 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM061 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO018 and was under Corporate Services, it was transferred to the City Clerk's Office and became CM193 in 2010.

Under the 2016 By-Law, this series was transferred from an Office of the City Clerks series, CM193, to a TOMRMS series, C103, in order to maintain the continuity of the archival record.

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

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

February 09, 2026

Page 15 of 101

Schedule Number	Series Title
-----------------	--------------

C11 Reports to Council

File all reports to Council here.

Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.

Under 2016 By-Law, department retention changed from 1 year to 4 years and total retention changed from 1 year to 10 years to reflect use.

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Permanent
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C12 Appointments to Boards and Committees

File records relating to appointments to boards and committees here.

Includes records regarding appointments to Council of staff and council members to roles on council committees and boards.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition: Permanent
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C13 Accountability, Transparency & Governance

To maintain a record of Council Code of Conduct complaints, related investigations, report, etc.

This series includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., etc.

Retention based on the Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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C14 Mayoral Decisions

File records relating to mayoral decisions here.

Includes records relating to the decisions made by a mayor in the execution of their powers and responsibilities such as directions to employees, appointments of staff, decisions on appointments to local boards and committees. Also includes decisions to veto bylaws.

Created in 2025 due to a change in TOMRMS.

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

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

February 09, 2026

Page 16 of 101

Schedule Number	Series Title
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D01	Demographic Studies
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File population, census, and density studies here.

Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, □etc.

Excludes - Vital Statistics - see L12

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

D02	Economic Development
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File records relating to the growth of the economy here.

Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.

Excludes - Demographic Studies - see D01

- Residential Development - see D04

- Tourism Development - see D06

- Industrial/Commercial Development - see D21

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

D03	Environment Planning
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File records related to planning for the environment here.

Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control planning, parks and open spaces planning, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.

Excludes:

- Environmental Monitoring - see E05, E13 - E15

- Waste Management - see E07

- Source Water Protection Committee – see E20

File will be closed when the plan is expired or later if: date of offense or day evidence of offence first came to attention of person appointed under s. 5.

Retention based on Canadian Environmental Protection Act, 1999, S. C.1999, c. 33, ss. 180.(7), 203.(7), 215, 240.(7). Clean Water Act, 2006, S.O. 2006, c. 22, s. 106(11) and O. Reg. 287/07, s. 11(1); as am. O. Reg. 246/10, s. 7(1) and 287/07, s. 20

Total retention changed from 5 years to 15 years under the 2021 Bylaw.

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



TOMRMS

February 09, 2026

Page 17 of 101

Schedule Number	Series Title
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D04 Residential Development

File records relating to residential housing development here.

Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.

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

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

D05 Natural Resources Planning

File records related to the management/preservation of natural resources here.

Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.

Excludes:

- Tree maintenance – see E04
- Natural Resource management and preservation – see E18

Retention based on Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 89.7(3), (4); as am. S.O. 2006, c. 19, Sched. K, s. 3(3).

Under the 2016 By-law, total retention changed from 2 years to 5 years.

Title changed from "Natural Resources" to "Natural Resources Planning" under the 2021 By-law.

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

FOI Designation: A - FULLY ACCESSIBLE
Final Disposition: Permanent

D06 Tourism Development

File records relating to tourism here.

Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.

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

FOI Designation: A - FULLY ACCESSIBLE
Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 18 of 101

Schedule Number	Series Title
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D07 Condominium Plans

File condominium plan records here.

Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.

Note: Applications can be destroyed 2 years after final decision.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Permanent
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D08 Official Plans

File all files related to the official plan here.

Includes the official plan and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.

Excludes - Official Plan Amendment Applications - see D09

File closed once plan is superceded.

Retention based on Planning Act, R.S.O. 1990, c. P.13, s. 26(1), (1.1), (9); as am. S.O. 2015, c. 26, s. 24(1); as am. S.O. 2006, c. 23, s. 13.

Total retention changed from 10 years to 15 years under the 2021 By-law to bring retention in line with common practice.

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

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

D09 Official Plan and Zoning By-law Amendment Applications

File official plan and zoning by-law amendment application records here.

Includes the pre-consultation and applications to amend the official plan and zoning by-law or secondary plan, or staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.

File will be closed once the final decision on the application has been made or reflected in the revised official plan.

As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on recommendation from the department as per their use.

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

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



TOMRMS

February 09, 2026

Page 19 of 101

Schedule Number	Series Title
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D10	Severances and Variances
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File records related to severances and land variances here.

Includes records regarding the pre-consultation and granting of severances to parcels of land including application for severance. Includes records regarding the pre-construction application (if applicable) and Minor Variances such as applications concerning relief from existing zoning regulation, and Permission applications, including relief from existing zoning regulations.

For severances: File closed upon land titles registration. For variances: File closed once the final decision has been made.

Excludes: Budget Variances - see F05.

Retention based on Land Titles Act, R.S.O. 1990, c. L.5, s. 156.(4); as en. S.O. 2006, c. 34, s. 15.(11)

Under the 2017 TOMRMS updates, the department retention changed from 5 years to 1 year and the total retention changed from 10 years to 6 years. As of 2023, the department retention changed from 1 year to 2 years, and the final disposition changed from Destroy to Permanent, Subject to Review based on recommendations from the department as per their use. The notes were also expanded to include D13, which is now closed.

Department Retention:	2 Years
Total Retention - Review:	6 Years

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

Final Disposition: Permanent, Subject to Review

D100	Property Files
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To keep a record of files related to specific properties.

All general planning and building records and property survey plans that pertain to specific properties. These records are filed by address and/or legal description.

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

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

D101	Major Civic Projects
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File records of major civic projects here.

Includes meeting minutes, reports, plans, drawings, presentations, public consultations, correspondence, emails, and all other records created during a major civic development project. Examples of a Major Civic Project are the Events Centre and the Waterfront Development.

Department Retention:	1 Year
Total Retention - Permanent:	10 Years

Retention Condition:	COMPL - AFTER COMPLETION
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FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
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Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 20 of 101

Schedule Number**Series Title**

D102**Project Files**

To maintain a centralized reference source for project files.

This series consists of project files for Engineering and Planning Services. Project files may include correspondence, reports, plans, working papers, and similar records for a specific project. Also includes site specific files (misc.). This series is only to be used when a project file cannot be filed under other TOMRMS series.

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

FOI Designation:

A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent, Subject to Review

D11**Site Plan Control**

File records regarding services to land sites here.

Includes records regarding the provision of services to individual land sites. Includes, water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.

Excludes - Systems for Servicing Land - file by appropriate subject in TOMRMS

- Site Plan Agreements - see Contracts and Agreements, L04

Note: Application may be destroyed 2 years after final decision is made.

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

FOI Designation:

A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

D12**Subdivision Plans**

File records relating to subdivisions here.

Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.

Excludes - Subdivision Agreements - see Contracts and Agreements, L04

Note: Applications may be destroyed 2 years after final decision has been made.

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

FOI Designation:

A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 21 of 101

Schedule Number	Series Title
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D14	Zoning
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File records related to zoning here.

Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.

Excludes - Zoning By-Laws - see C01
- Variances - see D13

File closed once final decision has been made.

As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on recommendation from the department as per their use.

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

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

Final Disposition: Permanent, Subject to Review

D15	Easements
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File records related to easements here.

Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.

Excludes - Original Agreements -see Contracts and Agreements - L04.

File closed upon termination of right.

Retention based on Land Titles Act, R.S.O. 1990, c. L.5, s. 156.(4); as en. S.O. 2006, c. 34, s. 15.(11).

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

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

Final Disposition: Permanent

D16	Encroachments
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File records relating to land encroachments on municipal lands here.

Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.

Excludes - Original Agreements - see Contracts and Agreements, L04
- Original Encroachment By-Laws - see C01

File closed upon termination of encroachment right.

Retention based on Land Titles Act, R.S.O. 1990, c. L.5, s. 156.(4); as en. S.O. 2006, c. 34, s. 15.(11).

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: Permanent



TOMRMS

February 09, 2026

Page 22 of 101

Schedule Number	Series Title
D17	Annexation/Amalgamation
File records relating to the annexation or amalgamation of municipal lands here.	
Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	
Department Retention: 1 Year Total Retention - Review: 1 Year	
FOI Designation:	A* - SOME EXEMPTIONS APPLY
Final Disposition: Permanent	
D18	Community Improvement
File all records relating to community improvement projects here.	
Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC	
Excludes - Economic Development - see D02	
File closed upon completion of project.	
As of 2025, title changed from "Community Improvement Projects" to "Community Improvement" as per TOMRMS.	
Department Retention: 1 Year Total Retention - Review: 6 Years	
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	A - FULLY ACCESSIBLE
Final Disposition: Permanent	
D19	Municipal Addressing
File records relating to the assignment of street names and numbers here.	
Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	
File closed when assigned name/number superceded.	
Under the 2023 By-law, the title changed from "Addressing, Civic Naming, and Streets" to "Municipal Addressing", as per TOMRMS.	
Department Retention: 10 Years Total Retention - Review: 10 Years	
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	A - FULLY ACCESSIBLE
Final Disposition: Permanent	



TOMRMS

February 09, 2026

Page 23 of 101

Schedule Number	Series Title
D20	Reference Plans
File records relating to site and survey plans here.	
Includes Registered Deposit Plans (RD Plans), site plans, property surveys as received from Registry Office. May include correspondence.	
Excludes - Property Survey Plans - see Property/Roll File	
File closed when reference plans no longer required for project, or upon completion of project.	
Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	
FOI Designation:	A* - SOME EXEMPTIONS APPLY
Final Disposition: Permanent	
D21	Industrial/Commercial Development
File records relating to the development of industry and commerce here.	
Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	
Excludes - Agricultural Development - see D23	
Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	
FOI Designation:	A* - SOME EXEMPTIONS APPLY
Final Disposition: Permanent	
D22	Digital Mapping
File aerial photographs and records used to produce maps here.	
Includes all records used to produce maps, aerial photographs, and updates in a digital format as in a GIS.	
File closed when the maps have been superseded, or new photographs have been produced.	
Under the 2023 By-law, the title changed from "Aerial Photography, Digital Mapping, & Related Datasets" to "Digital Mapping".	
Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	
FOI Designation:	A - FULLY ACCESSIBLE
Final Disposition: Permanent	
D23	Agricultural Development
File records relating to agricultural development here.	
Includes all records regarding development of agricultural growth.	
Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	
FOI Designation:	A* - SOME EXEMPTIONS APPLY
Final Disposition: Permanent	



TOMRMS

February 09, 2026

Page 24 of 101

Schedule Number	Series Title
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D25	Deeming Process
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To maintain a record of material related to the Deeming By-law.

This series includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.

File closed once final decision is made.

As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on recommendation from the department as per their use.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Permanent, Subject to Review
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D26	Development Charges Study
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To maintain the records related to the development of and the final Development Charges Study.

This series includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.

In 2024, the total retention was changed from 10 years to 15 years as per TOMRMS updates.

Retention based on Development Charges Act, 1997, S.O. 1997, c. 27, ss. 5(1) par. 5.

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

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

February 09, 2026

Page 25 of 101

Schedule Number	Series Title
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D27	Part Lot Control
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To maintain a record for all documentation related to Part Lot Control applications.

This series includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained within a registered plan of subdivision.

File closed once the final decision on the application has been made.

Retention based on the Planning Act, R.S.O. 1990, c. P.13, ss. 14.2(6), 44(10); as am. S.O. 2006, c. 32, Sched. C, s. 47(11)

As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on recommendation from the department as per their use.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Permanent, Subject to Review
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E01	Sanitary Sewers
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File records relating to sanitary sewers here.

Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.

Excludes - Waste Management - see E07

- Storm Sewers - see E02

- Treatment Plants - see E03

- MOE Approvals - see E21

- Drawings/As Builts and specifications -see A27

File closed once: submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing.

Specifications are kept permanently.

Total retention changed from 1 year to 2 years under the 2021 By-Law.

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

Retention Condition: PROJE - AFTER PROJECT COMPLETE

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 26 of 101

Schedule Number	Series Title
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E02 Storm Sewers & Stormwater Treatment

File records relating to storm sewers here.

Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.

Excludes:

- Drawings/As Built and specifications -see A27

File closed upon submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing.

Specifications are kept permanently.

Under the 2018 By-law the title changed from "Storm Sewers" to "Storm Sewers & Stormwater Treatment"

Total retention changed from 1 year to 2 years under the 2021 By-Law.

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

Retention Condition: PROJE - AFTER PROJECT COMPLETE

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

E03 Treatment Plants - Wastewater

File records relating to sewage treatment plants here.

Includes records regarding the operation of treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate.

May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.

Excludes - Private Sewage Disposal Systems - see E12

- Drawings / As-built & specifications -see A27

Retention based on Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195. Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 17, 22

Specifications are permanent. After plans cease to apply, file closed after 2 years.

Under the 2016 By-Law, total retention changed from 2 years to 5 years. Under the 2018 By-law the title changed from "Treatment Plants" to "Sewage Treatment" Under the 2023 By-law the title changed to "Treatment Plants - Wastewater".

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 27 of 101

Schedule Number	Series Title
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E04 Tree Maintenance

File records relating to trees here.

Includes records of tree removal, planting, trimming, pruning and preservation.

Title changed from "Trees" to "Tree Maintenance" under the 2021 By-Law.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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E05 Air Quality Monitoring

File records relating to the monitoring of air quality here.

Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog, or gaseous impurities. Also includes claims and compliance orders. Under the 2013 By-Law, the total retention was changed to 2 years from 15 years in order to match the TOMRMS manual.

Excludes - Water Quality - see E13 to E15

- By-Law Enforcement - see P01
- Complaints and Inquiries - see M04
- Land quality monitoring - see E23

Retention based on Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.

Retention based on Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33.

Under the 2016 By-Law, total retention changed from 2 years to 5 years. As of 2023, the total retention changed from 2 years to 5 years.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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E06 Utilities

File maps and drawings of utilities here.

Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains, etc.

Excludes - Site Plans - see D11

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Permanent
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TOMRMS

February 09, 2026

Page 28 of 101

Schedule Number	Series Title
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E07	Waste Management
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File records relating to the management of waste here.

Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection, and composting records. Also includes transportation manifests, transfer compliance records, and records of on site condition, daily waste reception and inspection records, dust suppression records, and closure reports.

Excludes - Sanitary Sewers - see E01

- Environment Planning - see D03

- Private Sewage Disposal Systems - see E12

- Annual reports on recycling program, etc. -see A25

Retention based on Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 19 and The National Guidelines for Hazardous Waste Landfills, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2006, No. PN 1365, and the Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, and the Land-filling Sites Regulation, under the Environmental Protection Act, O. Reg. 232/98, ss. 21, 32.

Also includes annual landfill operations reports and Hazardous waste sites records - these records are closed when depot ceases to operate.

Records will be retained permanently if National Guidelines for the Canadian Environmental Act apply. Act may apply if Ontario Environmental Protection Act does not address. National Guidelines only apply if adopted by jurisdiction of authority.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

E07A	Waste Management - Landfill Site Closure
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File records relating to landfill site closure here.

This series includes records relating to post landfill site closure documentation. Retention applies when landfill is closed. This series was created in 2023. Records relating to the landfill before its closure should be filed under E07.

Excludes - Waste management - see E07

- Sanitary sewers - see E01

- Environment planning - see D03

- Private sewage disposal systems - see E12

- Annual reports on recycling program -see A25

Department Retention:	2 Years
Total Retention - Destruction:	25 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 29 of 101

Schedule Number	Series Title
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E08	Water Works - Drinking Water Plant
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File records on water mains, tanks, pipelines, here.

Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.)

May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records.

Excludes:

- Water Pumping Stations – see E03
- Drawings/ As Built and specifications – see A27

Retention based on Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6); Schedule 21: Engineering Evaluation Reports, Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential, ss. 21-2.(1), 21-2.(3), 21-6. And the Ontario Water Resources Act, R. S. O. 1990.

Title changed from "Water Works" to "Water Works - Drinking Water Plant" under the 2021 By-Law.

Department Retention:	1 Year
Total Retention - Review:	15 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

E09	Drains
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File records relating to drains and drainage here.

Includes records regarding the design, construction and maintenance of rural drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence, May include convenience copies of tenders, bylaws and grants.

Specifications are kept permanently.

Excludes - Drawings / as-built & specifications - see A27

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 30 of 101

Schedule Number	Series Title
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E10 Pits and Quarries

File records relating to pits and quarries here.

Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Specifications are kept for the life of the quarry.

Excludes - License/permits - see P09

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

E100 Water Treatment

Retention based on section 13 of the Ontario Regulation 170/03: Drinking Water System under safe Drinking Water Act, 2002, S.O. 2002, c. 32.

Retention based on section 13 of the Ontario Regulation 170/03: Drinking Water System under safe Drinking Water Act, 2002, S.O. 2002, c. 32.

Department Retention: 2 Years
Total Retention - Destruction: 15 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Drinking Water System under safe Dri

E101 Drinking Water Quality Management System

File records relating to the Drinking Water Quality Management System here.

Includes records regarding the Drinking Water Quality Management System.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

E102 Wastewater Quality Management System

File records relating to the Wastewater Quality Management System here.

Includes records relating to the Wastewater Quality Management System.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 31 of 101

Schedule Number	Series Title
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E103	Laboratory Quality Management System
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File records related to laboratory management here.

Includes records of laboratory SOPs, policies, and work instructions. Includes data, in various file formats, such as quality control charts, spreadsheets of raw data, calculations for MDLs, RDLs, etc. Includes records for inventory, metrological traceability, equipment (maintenance and service records) and accreditation required documents, such as the Quality Manual System. Includes agendas and meeting minutes.

Series created in 2026 at Environment's request in response to ISO17025.

Department Retention:	2 Years
Total Retention - Review:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA

Final Disposition: Permanent, Subject to Review

E11	Nutrient Management
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File records relating to livestock/crop management here.

Includes the records regarding the control of storing/spreading/using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff, etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.
Records are retained for 5 years or 2 years after the expiry of plan.

General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, s. 110; as am. O. Reg. 447/03, s.61; as am. O. Reg. 511/05, s. 65; as am. O. Reg. 338/09, s. 78; as am. O. Reg. 204/19, s. 12; ss. 112, 113; as am. O. Reg. 338/09, s. 79; as am. O. Reg. 204/19, s. 13.

Excludes - Strategy/plan review - see A25

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

E12	Private Sewage Disposal Systems
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File records of private sewage systems here.

Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.

Specifications to be kept for the life of the system

Total retention changed from 5 years to 7 years under the 2021 By-Law.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 32 of 101

Schedule Number	Series Title
-----------------	--------------

E13	Water Monitoring
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File records relating to water quality monitoring here.

Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology, and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil, and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.

Under the 2013 By-Law the totalretention for this series was changed to 15 years from 6 years in order to be accurate to the TOMRMS manual.

Excludes - Air Quality Monitoring - see E05

- By-Law Enforcement - see P01
- Complaints and inquiries - see M04
- Land quality monitoring - see E23
- Annual reports -see A25

Retention based on Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6);Schedule 21: Engineering Evaluation Reports, Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential, ss. 21–2.(1), 21–2.(3), 21–6.

File closed when record created, approved, or when plan is no longer in force.

Department Retention:	2 Years
Total Retention - Destruction:	15 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 33 of 101

Schedule Number	Series Title
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E14	Water Sampling
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File records relating to the sampling of water here.

Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis - adverse samples, notices to Ministry - Spills Action Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.

Under the 2013 By-Law the total retention for this series was changed from 2 years to 15 years in order to be accurate to the TOMRMS manual.

Excludes - Air Quality Monitoring - see E05

- By-Law Enforcement - see P01

- Complaints and Inquiries - see M04

- Facilities routine water use, monitoring, and testing - see P21

Retention based on Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6); Schedule 21: Engineering Evaluation Reports, Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential, ss. 21-2.(1), 21-2.(3), 21-6. And General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 11(1); as am. O. Reg. 246/10, s. 7(1); s. 20; s. 53(1) par. 1, (2) par. 1; as am. O. Reg. 246/10, s. 12

File closed when record created, approved, or when plan is no longer in force.

Department Retention:	2 Years
Total Retention - Destruction:	15 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

E15	Chemical Sampling of Water
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File records relating to the chemical sampling of water here.

Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.

Excludes - Air Quality Monitoring - see E05

- By-Law Enforcement - see P01

- Complaints and Inquiries - see M04

- Facilities routine water use, monitoring, and testing - see P21

Retention based on Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6); Schedule 21: Engineering Evaluation Reports, Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential, ss. 21-2.(1), 21-2.(3), 21-6.

File closed when record created, approved, or when plan is no longer in force.

Department Retention:	2 Years
Total Retention - Destruction:	15 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 34 of 101

Schedule Number	Series Title
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E16	Backflow Prevention and Cross Connection Control
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To maintain a record of backflow prevention and cross-connection control programs.

This series includes records relating to backflow prevention and cross connection control By-Law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications, plumbing drawings/schematics, correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.

Retention based on Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6);Schedule 21: Engineering Evaluation Reports, Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential, ss. 21–2.(1), 21–2.(3), 21–6.

Department Retention:	2 Years
Total Retention - Destruction:	15 Years

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition:	Destruction
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E17	Energy Management
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To maintain a record of the municipal energy management program.

This series includes all records relating to the municipality’s Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions . Also includes management of energy consumption and conservation at municipal buildings and facilities.

Retention based on Greenhouse Gas Emissions Reporting, under the Environmental Protection Act, O. R. 452/09, s. 18

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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E18	Natural Heritage
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To maintain a record of natural heritage preservation projects.

This series includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches, and plans to manage, control, or eradicate invasive species or prevent release.

Excludes - Natural resources planning - see D05
- Tree maintenance - see E04
- Conservation district plans - see R01
- Archaeological and heritage site investigation reports - see R01

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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TOMRMS

February 09, 2026

Page 35 of 101

Schedule Number	Series Title
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E19	Renewable Energy
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To maintain a record of renewable energy programs.

This series includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.

Retention based on Planning Act, R. S. O. 1990, c. P.13, ss. 50.(3)(d. 1),(5)(c.1); as am. S. O. 1998, c. 15, Sched. E, ss. 27.(7-9); as am. S. O. 2006, c. 23, s. 21.(2); as am.S. O. 2009, c. 12, Sched. K, s. 2.(2), and Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2).

File closed when record created, approved, or when facility no longer in force.

As of 2023, the total retentionchanged from 50 years to 15 years, as per TOMRMS.

Department Retention:	2 Years
Total Retention - Review:	15 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

E20	Source Water Protection
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File records dealing with source water protection here.

Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or the acceptance of an assessment. Also includes modeling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and meeting minutes.

Excludes: - Risk Management Plans and/or Assessments - see D03
- Prohibition Notices and Orders - P20
- Contracts and Agreements - Simple (Not Under Seal) - L14
- Soil contamination - see E23
- Nutrient management - see E11

Retention based on General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07.

File closed when record created, approved, or when plan no longer in force.

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

FOI Designation:

Final Disposition: Destruction, Subject to Review



TOMRMS

February 09, 2026

Page 36 of 101

Schedule Number	Series Title
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E21	MOC Environmental Compliance Approvals
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To maintain a record of Environmental Compliance Approvals issued by the Ministry of Environment to the municipality.

Final Disposition: Destruction

This series includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.

Retention based on General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 18(6.1); as am. O. Reg. 337/09, s. 9(2)

Under the 2018 By-law the title changed from "Ministry of Environment (MOE) Environmental Compliance Approvals" to "Ministry of Environment and Climate Change (MOECC) Environmental Compliance Approvals" Title change made to reflect the Ministry's name change.

Total retention changed from 2 years to 3 years under the 2021 By-Law. In 2025, title changed from "Ministry of the Environment and Climate Change (MOECC) Environmental Compliance Approvals" to "MOC Environmental Compliance Approvals" as per TOMRMS.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

E22	Private/Small Water Systems
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File records dealing with private water systems here.

This series includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.

Retention based on Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 13.(3) par. 1, 3, (5),(6); as am. O. R. 399/07, s. 4.(3).

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Review:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction, Subject to Review



TOMRMS

February 09, 2026

Page 37 of 101

Schedule Number	Series Title
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E23	Land Quality Monitoring
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File records dealing with monitoring of land/soil quality here.

This series includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.

Retention based on Records of Site Condition — Part XV.1 of the Act Regulation, under the Environmental Protection Act, O. Reg. 153/04, ss. 16, 18, 32(1), 33.6; as am. O. Reg. 511/09, ss. 7(1), (2), 10, 14

Excludes:

- Water Quality – see E13 to E15
- By-Law Enforcement - see P01
- Complaints and Inquiries - see M04
- Air Quality Monitoring – see E05
- Natural Heritage – E18

This series was created under the 2021 By-law.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

E24	Gasoline Storage and Dispensing
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File records dealing with gasoline storage and dispensing here.

This series includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).

Excludes:

- Underground storage abandonment record – see L07
- Major spills - see E23

Retention on records regarding installation and/or removal of tanks begins once the tank has been removed.

This series was created under the 2021 By-law.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 38 of 101

Schedule Number	Series Title
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F01	Accounts Payable
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File records relating to the funds payable by the municipality here.

Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills, and membership fees. Under the 2013 By-Law, the total retention was corrected from 6 years to 7 years.

Excludes - Cancelled Cheques - see F07
- Employee & Council expenses - see F09

Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.

Retention based on General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.

Retention also affected by Income Tax Act, R. S. O. 1990, c. I.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.

File closed at fiscal year end. For welfare and child care payments, file closed at provincial government year end.

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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F02	Accounts Receivable
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File records regarding funds owed to the municipality here.

Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to collection tax and supporting documentation. Under the 2013 By-Law, the total retention was corrected from 6 years to 7 years.

Excludes - Write-offs - see F23
- Tax Assessments, Rolls and Tax Arrears - see F22

Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.

Retention based on General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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F03	Audits
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File records relating to financial audits here.

Includes records regarding internal and external financial audits of accounts. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes - Operation Audits - see relevant subject in TOMRMS
- Audited Financial Statements - see Financial Statements, F10

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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TOMRMS

February 09, 2026

Page 39 of 101

Schedule Number	Series Title
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F04	Banking
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File records relating to banking here.

Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes - Banking Statements - see F07

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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F05	Budgets and Estimates
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File departmental and corporate budgets and variances here.

Includes documents and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Permanent
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F06	Assets
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File records regarding corporate assets here.

Includes records regarding current and fixed assets. Includes fixed asset inventories as well as records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.

Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee. Under the 2014 By-Law the total retention was changed from 7 years to 10 years to bring it in line with legislation.

Excludes - Land Acquisition and Sale - see L07

Real Estate Asset files closed when: mortgagee obtained possession or: receipt of profits of land or: acknowledgements or: last payment of any part of principal or interest.

Retention based on Real Property Limitations Act, R.S.O. 1990, c. L. 15, s. 19 and s. 22.

Department Retention:	1 Year
Total Retention - Review:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

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

February 09, 2026

Page 40 of 101

Schedule Number	Series Title
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F07	Cheques
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File all cheques here.

Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes - Banking - see F04

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2).; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

F08	Debentures and Bonds
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File all records relating to debentures and bonds here.

Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes - Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14

File closed once debentures surrendered for exchange/cancellation.

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s.105; as am. S. C. 1998, c. 19, s. 227.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 41 of 101

Schedule Number	Series Title
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F09	Employee and Council Expenses
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File records relating to Council and employee expenses here.

Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include information related to the city's corporate credit card program, such as account numbers. May also include employee time sheets combined with travel and expense statements.

Under the 2013 By-Law, the total retention was corrected from 6 years to 7 years.

Excludes - Attendance - see H01

- Credit Card Statements - see F01

- Honoraria and fees to Council - see F16

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R.S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2).; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

F10	Financial Statements
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File financial statement records here.

Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Under the 2013 By-Law, the total retention was changed from 2 years to 7 years at the request of the Records Committee.

Excludes - all working notes, calculations and background documentation, see F26

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

F100	Community Funding and Grants
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File records related to funding programs or grants issued by the city.

Includes records of funding programs and grants issued by the City to individuals or organizations .

Files are closed after all repayments are received or rebate programs are completed.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 42 of 101

Schedule Number	Series Title
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F11	Grants and Loans
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File records relating to grants, loans, sponsorships, and subsidies here.

Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, corporate sponsorships, loans and subsidies. Also includes submissions, acknowledgements, and reports. Under the 2013 By-Law, the total retention was corrected from 6 years to 7 years.

File closed upon repayment of loan.

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2).

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

F12	Investments
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File records related to the municipality's investment here.

Includes records regarding the municipality's investments, term deposits, and promissory notes. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

File closed upon closure of investment account.

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

F13	Journal Vouchers
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File journal voucher records here.

Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries. Under the 2013 By-Law, the total retention was corrected from 6 years to 7 years.

Retention based on Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S.C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2).; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 43 of 101

Schedule Number	Series Title
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F14 **Subsidiary Ledgers, Registers, and Journals**

File all subsidiary ledgers, registers and journals here.

Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Under the 2013 By-Law, the total retention was corrected from 1 year to 7 years and the final disposition was corrected from "Permanent" to "Permanent Subject to Review".

Excludes - Documents and vouchers used to support entries - file in relevant TOMRMS heading subject.

Retention based on Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253.; and Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 98.(1), as am. R. S. C. 1985 (1st Supp.), c. 15, s. 36; as am. R. S. C. 1985 (2nd Supp.), c. 7, s. 45.(1); ss. 100.(2) to (4); as am. S. C. 2002, c. 22, s. 386.; and Employment Insurance Act, S. C. 1996, c. 23, ss. 47.(1),(3),(4); as am. S. C. 2001, c. 5, s.8.; and Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267.; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995. Updated IC78-10R3, October 5, 1998. Revenue Canada, Information Circular 78-10R3, October 5, 1998; and General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2). and Reg. 262, s. 64.; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

F15 **General Ledgers and Journals**

File the general ledger and associated records here.

Includes all records in the Books of Original Entry. Under the 2013 By-Law, the total retention was changed from 1 year to 7 years at the request of the Records Committee.

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Excise Tax Act, R. S. C. 1985, c. E-15, ss. 298.(1)(f),(4.1)(a); as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1993, c. 27, s. 131.(2); as am. S. C.2000, c. 30, s. 89.(1); and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss.65(1), (2).; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 64.; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 44 of 101

Schedule Number	Series Title
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F16	Payroll
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File all payroll records here.

Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance of pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE), and Statistics Canada reports. Also includes honoraria and fees to Council. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes - Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14
- Non-payroll related government and statistical reporting - see F27

Retention based on Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253.; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Employment Insurance Act, S. C. 1996, c. 23, ss. 47.(1),(3),(4); as am. S. C. 2001, c. 5, s. 8.; and Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267.; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995. Updated IC78-10R3, October 5, 1998. Revenue Canada, Information Circular 78-10R3, October 5, 1998; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2).; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).; and Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.1); as am. O. R. 393/09, s. 20 and rule 20.08.(5.1),(5.2); as am. O. R. 393/09, s. 20.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

F17	Purchase Orders and Requisitions
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File purchase orders and purchase requisitions here.

Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Under the 2013 By-Law, the total retention was corrected from 6 years to 7 years.

Excludes - Quotations and Tenders - see F18

Retention based on Canada Revenue Agency, GST/HST Memoranda Series, Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 98.(1), as am. R. S. C. 1985 (1st Supp.), c. 15, s. 36; as am. R. S. C. 1985 (2nd Supp.), c. 7, s. 45.(1); ss. 100.(2) to (4); as am. S. C. 2002, c. 22, s. 386.; Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995. Updated IC78-10R3, October 5, 1998. Revenue Canada, Information Circular 78-10R3, October 5, 1998; and General Regulation, under the Child and Family Services Act, R. R. O. 1990, R. 70, ss. 4.(1),(2), 6.; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 45 of 101

Schedule Number	Series Title
-----------------	--------------

F18	Quotations and Tenders
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File quotations and tenders from suppliers here.

Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal. Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes - successful quotations and tenders - see Contracts and Agreements, L04

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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F19	Receipts
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File receipts here.

Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality. Also includes payments stubs, preauthorized payment information, and deposit pickup slips. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Retention based on Canada Revenue Agency, GST/HST Memoranda Series, Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005; and Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995. Updated IC78-10R3, October 5, 1998. Revenue Canada, Information Circular 78-10R3, October 5, 1998; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 65(1), (2).; and General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 64.; and General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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F20	Reserve Funds
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File records relating to the reserve funds here.

Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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TOMRMS

February 09, 2026

Page 46 of 101

Schedule Number	Series Title
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F21	Revenues
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File records relating to revenue not from taxes here.

Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.

Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee. Under the 2014 By-Law the total retention was changed from 7 years to 10 years to bring it in line with legislation.

Real Estate files closed when: mortgagee obtained possession or: receipt of profits of land or: acknowledgements or: last payment of any part of principal or interest.

Retention based on Real Property Limitations Act, R.S.O. 1990, c. L. 15, s. 19 and s. 22.

Excludes - Accounts Receivable - see F02

- Tax Rolls - see F22

Note: Records related to mortgages must be kept for 10 years.

Department Retention:	1 Year
Total Retention - Destruction:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

F22	Tax Rolls and Records
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File records relating to taxation here.

Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registration, tax arrears register cards, and tax collector's rolls. Under the 2013 By-Law, the total retention was changed from 1 year to 7 years at the request of the Records Committee.

Excludes - Accounts Receivable - see F02

- Mortgage Companies - see F02

- Correspondence related to tax issues that are not of long term importance see - F02

File closed when the records are no longer required.

Note: "The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed."

Retention based on Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.; and Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995. Updated IC78-10R3, October 5, 1998. Revenue Canada, Information Circular 78-10R3, October 5, 1998; and Land Transfer Tax Act, R. S. O. 1990, c. L.6, s. 9.3; as en. S. O. 2004, c. 31, Schedule 21, s. 16.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 47 of 101

Schedule Number	Series Title
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F22A	Assessment Rolls
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To serve as a record of the calculation of property taxes.

MEMO:

This series consists of the physical copies of the property tax assessment rolls from the Municipal Property Assessment Corporation. This includes the parcel number, name and mailing address, location and description, school zone, tax class, total valuation, exempt distribution and taxable distribution.

Originally, this schedule was designated as CR099 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM068. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO023 and was under Corporate Services, it was transferred to the City Manager's Office and became CM197 in 2010.

Under the 2018 By-Law, this series was changed from CM197 in the Office of the City Clerk to F22a in TOMRMS.

Under the 2018 By-Law the total retention was changed from 6 months to 1 month.

Department Retention:	1 Month
Total Retention - Permanent:	1 Month

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

F23	Write-Offs
------------	-------------------

File records related to uncollectible accounts here.

Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

Excludes: Accounts Receivable - see F02

Court Services Write-Offs - see F23A

Retention based on Canada Revenue Agency, GST/HST Memoranda Series, Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005; and Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

F23A	Write-Offs - Court Services
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File records related to uncollectible Court Services accounts here.

Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.

Excludes - Accounts Receivable - see F02 and Write-Offs (not Court Services) - see F23

Retention based on Ministry of the Attorney General, POA Information Services website (TOMRMS 2015 update).

Department Retention:	1 Year
Total Retention - Destruction:	37 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 48 of 101

Schedule Number	Series Title
-----------------	--------------

F24	Trust Funds
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File records relating to funds held in trust by the municipality here.

Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged residents (including authorization, receipts, and statements of withdrawal), and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.

Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

File closed once account closed.

Trust accounts for residents, statements, accounts and records are kept permanently.

Retention based on General Regulation, under the Homes for Special Care Act, R.R.O. 1990, Reg. 636, ss. 26(c), (f), (g), as am., O. Reg. 651/00, s. 8.

As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on TOMRMS updates.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent, Subject to Review

F25	Security Deposits
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File records relating to monies held in security here.

Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (ie bonds). Under the 2013 By-Law, the total retention was changed from 6 years to 7 years at the request of the Records Committee.

File closed once account closed.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

F26	Working Papers - Financial
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File working papers for financial statements here.

Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Under the 2013 By-Law, the total retention was changed from 1 year to 7 years at the request of the Records Committee.

Excludes - Financial Statements - see F10

File closed upon completion of audit.

Title changed from "Working Papers" to Working Papers - Financial" under the 2021 By-Law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 49 of 101

Schedule Number	Series Title
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F27	Regulatory Reporting - Financial
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File records dealing with financial regulatory reporting here.

This series includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.

Excludes:

- Performance management & quality assurance – see A25

This series was created under the 2021 By-law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

H01	Attendance and Scheduling
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File records relating to employee attendance here.

Includes records regarding the planning of employee attendance. This includes dates and times of hours worked as well as on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.

Excludes - Individual Time Sheets - see F16

- Vacation time and pay - see F16

Retention based on Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par.1, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3.

Under the 2016 By-Law, dept retention changed from 2 years to 3 years and total retention changed from 2 years to 3 years. As of 2023, the total retention changed from 3 years to 5 years, as per TOMRMS.

Department Retention:	3 Years
Total Retention - Review:	5 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 50 of 101

Schedule Number	Series Title
-----------------	--------------

H02	Benefits Program
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File records relating to employee benefits here.

Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.

Excludes - Payroll - see F16

Contracts - L04

Individual-Pension and Benefit records - see H10

File closed once benefit plan changed, or once employee no longer receives benefits.

Under the 2014 By-Law the total retention was changed from 1 year to 6 years.

Retention based on Employment Insurance Act, S. C. 1996, c. 23, ss. 47.(1),(3),(4); as am. S. C. 2001, c. 5, s. 8.; and Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37.

Title changed from "Benefits" to "Benefits Program" under the 2021 By-Law. In 2025, total retention changed from Destruction to Destruction, Subject to Review as per TOMRMS.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

H03	Employee Records
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File employee records here.

Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act, and the Ontario Water Resources Act.

Excludes - Grievances - see H14

- Harassment - see H15

- Health and safety training - see H04

File closed upon date employee ceased to be employed by municipality.

Under the 2014 By-Law the total retention was changed from 3 years to 40 years.

Retention based on Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 3, (5) par. 1; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 11. Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(4); as am. O. Reg. 423/09, s. 3.(4)

Department Retention:	1 Year
Total Retention - Review:	40 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 51 of 101

Schedule Number	Series Title
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H03A	Employee Records, Department Copies
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File Supervisor's Copies of Employee Records here.

Retention Condition: File Closed upon date employee ceased to be under the supervisor's supervision.

This series includes copies of records regarding the employment history of municipal employees held by the supervisors.

Excludes - The Official Record held by HR -see H03

Users: Supervisors

Individuals in Bank: City Employees

Official Responsible: Manger - Human Resources

Under 2016 By-Law, dept retention changed from 1 year to 3 years and total retention changed from 2 years to 3 years.

Retention based on Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 1, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

H04	Health and Safety
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File records relating to health and safety of staff here.

Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes.

Note: Records relating to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker. Accident reports for construction projects retained 1 year after project completion.

Under the 2014 By-Law, total retention was changed from 7 years to 3 years, and WSIB and accident reports were moved to H13.

Excludes - WSIB, Incident/accident reports, lost time reports and claims - see H13

Accidents of the Public - see Incident/Accident Reports, P05

Retention based on Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O.

Reg. 297/13, s. 8; as en. O. Reg. 253/14, s. 1

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 52 of 101

Schedule Number	Series Title
-----------------	--------------

H05 Human Resource Planning

File records relating to the succession planning for staff here.

Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting, and related records.

Excludes - Employee Records - see H03

Under the 2014 By-Law, dept. retention was changed from 2 years to 6 years, and total retention was changed from 2 years to 7years and was made subject to archival review.

Retention based on use.

Department Retention: 6 Years
Total Retention - Review: 7 Years

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

H06 Job Descriptions

File job descriptions here.

Includes job descriptions and specifications as well as background information used in their preparation and amendment.

File closed once job description superceded.

Under the 2014 By-Law, dept. retention was changed from 1 year to 20 years, and total retention was changed from 1 year to 20 years and made permanent.

Retention based on use.

Only official job descriptions will be retained permanently. Under the 2018 By-Law, final disposition was changed from Permanent, to Permanent subject to review.

The department retention was changed from 20 years to 5 years under the 2021 By-Law.

Department Retention: 5 Years
Total Retention - Review: 20 Years

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



TOMRMS

February 09, 2026

Page 53 of 101

Schedule Number	Series Title
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H07	Labour Relations
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File labour negotiations records here.

Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Also includes Labour Relations Investigation and Discipline employee files. Access is restricted and not available under MFIPPA.

Excludes - Collective Agreement - see L04 - File Closed upon expiration of contract period.

Under the 2014 By-Law, department retention was changed from 10 years to 5 years, and total retention was changed from 10 years to 40 years.

Retention based on use.

Department Retention:	5 Years
Total Retention - Review:	40 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA

Final Disposition: Destruction

H08	Organization Design
------------	----------------------------

File records relating to the organizational structure of the municipality here.

Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.

Excludes - Job Descriptions - see H06

File Closed upon organization changes/superseded.

Under the 2014 By-Law, dept. retention was changed from 1 year to 6 years, and total retention was changed from 1 year to 7 years. Retention based on use.

Title changed from "Organization" to "Organization Design" under the 2021 By-Law.

Department Retention:	6 Years
Total Retention - Review:	7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

H09	Salary Planning
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File records relating to salary planning here.

Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.

Excludes - Employee Records - see H03

Under the 2014 By-Law, total retention was changed from 5 years to 40 years. Retention based on use.

Department Retention:	5 Years
Total Retention - Destruction:	40 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 54 of 101

Schedule Number	Series Title
-----------------	--------------

H10	Pension and Benefits Records
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File pension and OMERS records here.

Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.

- Excludes - Deductions for pensions - see F16
- General Information on pension plans - see H02
- Payments made to OMERS - see F01

File Closed upon termination of employee.

Note: Pension plans, annual information returns are kept permanently.

Retention based on Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253.

Title changed from "Pension Records" to "Pension and Benefits Records" under the 2021 By-Law.

Department Retention:	6 Years
Total Retention - Destruction:	6 Years

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

Final Disposition: Destruction

H11	Recruitment
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File records related to the recruitment of staff here.

Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.

Under the 2014 By-Law, total retention was changed from 1 year to 10 years. Retention based on use.

Excludes - Successful applications - see H03

Department Retention:	1 Year
Total Retention - Review:	10 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 55 of 101

Schedule Number	Series Title
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H12	Training and Development
------------	---------------------------------

File records relating to employee training and education here.

Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials and documentation on professional certifications or qualifications.

Excludes - Employee Records - see H03

File closed when course superceded or upon completion of course.

Note: Only courses developed and presented by the municipality are subject to archival selection.

Under the 2014 By-Law, total retention was changed from 1 year to 7 years. As of 2023, the final disposition was changed from Destroy to Destroy, Subject to Review as per TOMRMS.

Retention based on use. Legal citations: Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, ss. 20.10.(2),(4),(5); as en. SOR/2008-148, s. 1.;

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

H13	WSIB & Insurance Claims
------------	------------------------------------

File all records relating to WSIB, insurance, lost time, or other accident claims here.

Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report.

Excludes - Non lost-time incidents or accidents - see H04

- Self-insured STD - see H04

File closed upon resolution of claim

Retention based on use.

Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker. Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 30; as am. O. R. 148/12, s. 1

Under the 2017 By-law, the title was changed from "Claims" to WSIB Claims" and the total retention was changed from 7 years to 40 years to bring it in line with H18 and reflect use of the documents. In 2025, title changed from "WSIB Claims" to "WSIB & Insurance Claims" for operational purposes.

Department Retention:	1 Year
Total Retention - Destruction:	40 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 56 of 101

Schedule Number	Series Title
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H14	Grievances
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File all records relating to complaints filed against the municipality here.

Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.

File closed upon resolution of claim.

Excludes - Harassment and violence - see H15

Under the 2014 By-Law, dept. retention was changed from 1 year to 20 years, and the total retention was changed from 7 years to 40 years.

Retention based on use. Legal citation: Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.

Under the 2017 By-Law the departmental retention changed from 20 years to 5 years. Access is restricted and not available under MFIPPA.

Department Retention:	5 Years
Total Retention - Destruction:	40 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA

Final Disposition: Destruction

H15	Harassment and Violence
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A record of harassment and/or violence complaints by or against employees of the municipality.

This series includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.

Excludes Grievances – see H14

- Abuse investigation records not involving staff - see P08

Retention Condition: After Complaint Resolved

Users: Human Resources Staff

Individuals in Bank: City Employees

Official Responsible: Manager, Human Resources

Retention based on Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, s. 20.7.(3); as en. SOR/2008-148, s. 1.

Department Retention:	1 Year
Total Retention - Destruction:	10 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 57 of 101

Schedule Number	Series Title
-----------------	--------------

H16	Criminal Background Checks
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A record of criminal background checks of employees of the municipality.

Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.

Note: Individual's background checks are kept with their Employee File in H03

Retention Condition: After date of conviction or date of parole.

Users: Human Resources Staff

Individuals in Bank: City Employees

Official Responsible: Manager - Human Resources

Retention based on Consumer Reporting Act, R. S. O. 1990, c. C.33, s. 9.(3)(h)

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

H18	Employee Medical Records
------------	---------------------------------

Employee medical records.

Retention Condition: After STD/LTD claims are resolved

This series includes doctor's notes, correspondence, and health reports related to an employee's medical situation. Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.

Note: The City of Thunder Bay is not using H17, H19 or H20. All Employee Medical Records will be kept in this series.

Users: Human Resources staff, Workers' Compensation Board, Health and Safety Committees

Individuals in Bank: City Employees

Official Responsible: Manager - Human Resources

Retention based on Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 30; as am. O. R. 148/12, s. 1

Department Retention:	1 Year
Total Retention - Destruction:	40 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 58 of 101

Schedule Number	Series Title
-----------------	--------------

H21	Employee Recognition
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File records dealing with employee recognition here.

This series includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.

This series was created under the 2021 By-law.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

H22	Employee Certifications
------------	--------------------------------

File records dealing with individual employee certification, credentialing and mandatory training here.

This series includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.

This series was created under the 2021 By-law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

J01	Certificates of Offence (Part 1)
------------	---

File Part 1 Certificates of Offence here.

Includes Court and POA records including Part 1 Certificates of Offence. Records identified as POA schedule # CD-4R1.

Excludes - Part 1 accident and careless driving matters - see J02

Note: From date of completion.

Prior to the 2016 Bylaw this series had a department retention of 3 years and a total retention of 8 years.

[Note: based entirely on TOMRMS published update]

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 59 of 101

Schedule Number	Series Title
-----------------	--------------

J02	Informations (Part III) / Accident and Careless Driving Part I
------------	---

File all Part 3 Informations here.

Includes Court and POA records including all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.

Note: From date of completion.

Prior to the 2016 Bylaw these records had a total retention of 8 years.

Retention based on Ministry of the Attorney General POA Information Services website.

As of 2023, the total retention changed from 6 years to 7 years, as per the department's recommendation. In 2025, title changed from "Certificates of Offence - (Part I Exceptions) and (Part 3)" to "Informations (Part III) / Accident and Careless Driving Part I" as per TOMRMS.

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

J03	Control Lists / Justice Reports
------------	--

File reports from Municipal and Provincial agencies here.

Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O., and M.N.R., etc.

In 2025, title changed from "Control Lists" to "Control Lists / Justice Reports" as per TOMRMS.

Department Retention:	2 Years
Total Retention - Destruction:	4 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

J04	Court Dockets
------------	----------------------

File all court dockets here.

Includes registers of court activity including POA (trial) dockets, Fail to Respond (FTR) dockets and Walk in Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.

Prior to the 2016 Bylaw this series had a department retention of 2 years and a total retention of 8 years.

Retention based on use, should be kept the same length of time as J02.

As of 2023, the total retention changed from 6 years to 7 years, as per the department's recommendation.

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 60 of 101

Schedule Number	Series Title
-----------------	--------------

J05 Transcripts & Records of Court Proceedings

File records relating to court proceedings and exhibit dispositions here.

Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.

Records produced for publication should be considered for archival selection.

[Note: Based on 2015 TOMRMS update]

Prior to the 2016 Bylaw these records had a total retention of 8 years and a final disposition of destruction.

Department Retention:	2 Years
Total Retention - Destruction:	6 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction, Subject to Review
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J06 Enforcements & Suspensions

File records related to license suspensions and fine collection here.

Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.

Retention based on Arbitration Act, 1991, S. O. 1991, c. 17, s. 52.(3)

Department Retention:	2 Years
Total Retention - Destruction:	8 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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J07 Appeals & Transfers

File records relating to appeals and transfers from other Courts here.

Includes records of appeals and of transfers to and from other Courts.

Excludes - Appeals & Hearings (Municipal) - L01

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

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

February 09, 2026

Page 61 of 101

Schedule Number	Series Title
-----------------	--------------

J08 **Statistics / Payment Tracking**

File stastical data and reports here.

Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RCM cash payments and receipt reports, analysis, adjustments.

In 2025, title changed from "Statistics" to "Statistics / Payment Tracking" as per TOMRMS.

Department Retention: 2 Years
Total Retention - Destruction: 8 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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J09 **Disclosure**

File records requested in preparation of court cases here.

Includes information requested by individuals in preparation for court cases.

Department Retention: 2 Years
Total Retention - Destruction: 6 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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J10 **Certificates of Conviction (Part 2)**

To maintain a record of Court and POA records including Part 2 - Certificates of Conviction.

Final Disposition: Destruction

Includes Court and POA records including Part 2 - Certificates of Conviction

Note: Records should be disposed of in accordance with the directions of the Deputy Attorney General and approval of the Court .

Retention based on Courts of Justice Act, R.S.O. 1990, c. C. 43, s. 79; as am. S.O. 1998, c. 20, Schedule A, s. 18; s. 74; as re-en. S.O. 2006, c. 21, Schedule A, s. 14

Department Retention: 2 Years
Total Retention - Destruction: 6 Years

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

February 09, 2026

Page 62 of 101

Schedule Number	Series Title
-----------------	--------------

J100	Parking Infractions (Part II, Provincial Offences Act)
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File all Part 2 proceedings here.

This series includes Court, Provincial Offences Act, and Parking Authority records related to parking infractions under Part II of the Provincial Offences Act.

File is closed at the date of completion of the case.

Information collected includes: Names, addresses, court records of individuals charged with parking infractions under the Provincial Offences Act

Users: Parking Authority employees

Individuals in Bank: Individuals charged with parking infractions under the Provincial Offences Act

Official Responsible: Manager of the Parking Authority

Department Retention:	3 Years
Total Retention - Destruction:	8 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

L01	Appeals and Hearings
------------	-----------------------------

File all records regarding appeals, hearings, and legal proceedings here.

Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgements. Also includes orders issued by regulatory bodies and boards.

Excludes - Litigation - see Claims - L02-L03

- Harassment & violence - see H15

File closed upon resolution of appeal/hearing/case.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Permanent

L02	Claims Against the Municipality
------------	--

File records relating to litigation against the municipality here

Includes all litigation and insurance claims made by other parties against the municipality.

Excludes - Appeals and Hearings - see L01

File closed upon resolution of claim and all appeals.

Total retention changed from 1 year to 15 years under the 2021 By-Law. Retention based on ultimate limitation.

Department Retention:	1 Year
Total Retention - Destruction:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 63 of 101

Schedule Number	Series Title
-----------------	--------------

L03	Claims By the Municipality
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File all records relating to litigation by the municipality here.

Includes all litigation and insurance claims made against other parties by the municipality.

Excludes - Appeals and Hearings - see L01

File closed upon resolution of claims and appeals.

Total retention changed from 1 year to 2 years under the 2021 By-Law. Retention based on ultimate limitation.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

L04	Contracts and Agreements - Under By-Law
------------	--

File all agreements under by-law here.

Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.

Excludes - Office Equipment Maintenance Agreements - see L14

- Contracts regarding Land - see L07

- Insurance Policies - see L06

- Line fence agreements - see P01

Retention is based on Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2).

File closed upon act or omission on which claim is based took place.

Department Retention:	2 Years
Total Retention - Review:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

L05	Insurance Appraisals
------------	-----------------------------

File all insurance appraisals here.

Includes appraisals of municipal property for insurance purposes.

Retention is based on Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2).

File closed when act or omission on which claim is based took place.

Department Retention:	1 Year
Total Retention - Destruction:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 64 of 101

Schedule Number	Series Title
-----------------	--------------

L06	Insurance Policies
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File all insurance policies and documents here.

Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.

Excludes - Employee Group Insurance - see H02

- Third Party Contracts - see L04

- Insurance claims - see L03

Retention is based on Compulsory Automobile Insurance Act, R. S. O. 1990, c. C.25, s. 2.(10); Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14; Insurance Act, O. R. 777/93, Schedule, s. 9.(4); Insurance Act, R. S. O. 1990, c. I.8, s. 281.1.(1); as am. S. O. 2002, c. 24, Sched. B, s. 39.(6); Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2).

File closed upon expiration of policy.

Department Retention:	1 Year
Total Retention - Destruction:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

L07	Land Acquisition and Sale
------------	----------------------------------

File land purchase and sale records here.

Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds including underground storage abandonment record, expropriation plans, purchase letters and appraisals.

Excludes - Tax sales - see F22

Retention based on Real Property Limitations Act, R.S.O. 1990, c. L.15, ss. 4, 6(1), 22.

File closed on property disposition.

Department Retention:	1 Year
Total Retention - Review:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

L07A	Land Acquisition and Sale - Former Staff Files
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File land purchase and sales records here for former staff

Series Closed: 10-26-2017

Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.

Retention based on Real Property Limitations Act, R.S.O. 1990, c. L.15, ss. 4, 6(1), 22.

Under the 2018 By-law this series was created to accommodate a one-time transfer of former staff files from Realty Services.

Department Retention:	1 Year
Total Retention - Review:	10 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Permanent, Subject To Review



TOMRMS

February 09, 2026

Page 65 of 101

Schedule Number	Series Title
L08	Opinions and Briefs
File all opinions and briefs by legal counsel here.	
Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	
File Closed when opinion/brief superceded.	
Department Retention: 1 Year Total Retention - Review: 1 Year	
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
Final Disposition: Destruction	
L09	Precedents
File records relating to judgements/decisions that may affect the municipality.	
Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	
File closed when superceded.	
Department Retention: 1 Year Total Retention - Review: 1 Year	
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
Final Disposition: Destruction	
L10	Federal Legislation
File federal legal records of interest to the municipality here.	
Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	
File closed when records superceded.	
Department Retention: 1 Year Total Retention - Destruction: 1 Year	
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	A - FULLY ACCESSIBLE
Final Disposition: Destruction	
L11	Provincial Legislation
File records relating to provincial law that affect the municipality here.	
Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	
File Closed when superceded.	
Department Retention: 1 Year Total Retention - Destruction: 1 Year	
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	A - FULLY ACCESSIBLE
Final Disposition: Destruction	



TOMRMS

February 09, 2026

Page 66 of 101

Schedule Number	Series Title
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L12	Vital Statistics
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File birth, death, and marriage registers here.

Includes registers of births, deaths, and marriages. Registers include license or permit serial numbers, date of issue, and name of the parties.

Excludes - Population statistics - see Demographic Studies - D01.

Note: Marriage licenses may be kept for a total of 2 years.

Retention based on Vital Statistics Act, R. S. O. 1990, c. V.4, s. 59.

Department Retention:	2 Years
Total Retention - Permanent:	2 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Permanent

L13	Prosecutions
------------	---------------------

File records regarding prosecutions here.

Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Under the 2013 By-Law the department retention was changed from 7 years to 1 year in order to be accurate to TOMRMS manual.

Excludes - By-Law Enforcement - see P01
- Appeals and Hearings - See L01

File closed upon delivery of judgement.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 67 of 101

Schedule Number	Series Title
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L14	Contracts and Agreements - Simple
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File contracts/agreements not requiring a by-law here.

Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts, vehicle lease and purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle licenses, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under the Canadian Anti-Spam Legislation (CASL).

Long term care service provider records are kept permanently.

Excludes - Contracts & agreements under by-law - see L04
- Line fences agreements - see P01

Retention based on Highway Traffic Act, R. S. O. 1990, c. H.8, s. 20.(1); Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.

File closed upon expiry of contract.

Prior to the 2016 By-law these records had a total retention of 2 years after the contract expired. As of 2023, the final disposition changed from Destroy, Subject to Review to Permanent, Subject to Review.

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

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

Final Disposition: Permanent, Subject to Review

M01	Marketing and Advertising
------------	----------------------------------

File records related to advertising here.

Includes records regarding public advertising in magazines, newspapers, radio, television, and transit, and other promotional material.

Excludes - News Releases - see M06
- Recruitment - see H11
- Elections - see C07

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

M02	Ceremonies, Events and Awards
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File records related to special events here.

Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Includes awards ceremonies and awards presented to the public by Council or by the City. Also includes records regarding the set-up and running of special events.

Excludes - Permit to hold event - see P11

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 68 of 101

Schedule Number	Series Title
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M03	Charitable Campaigns/Fund Raising
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File records related to charitable initiatives and fundraising here.

Includes records regarding the raising of funds and donations for the municipality, for municipality run programs, or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, ☐ ☐ etc.

Excludes - Receipts - see F19

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

M04	Complaints, Commendations, and Inquiries
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File complaints, commendations, and inquiries here.

Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality, including those received by dispatch. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.

Excludes - Accessibility of Records (Freedom of Information) requests - See A17
- Grievances or harassment/violence complaints by or against employees - see H14, H15
- Employee recognition - see H21

The total retention was changed from 1 years to 5 years under the 2021 By-Law.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

M05	Media Coverage
------------	-----------------------

File newspaper/media clippings relevant to the municipality here.

Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio, or television clips.

Excludes - clippings used as reference material -file according to its subject in TOMRMS

Prior to the 2016 Bylaw, this schedule was titled "News Clippings."

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 69 of 101

Schedule Number	Series Title
-----------------	--------------

M06 News Releases

File news releases to the public here.

Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

M07 Publications

File city publications here.

Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.

File closed when item published.

As of 2023, the total retention changed from 1 year to 3 years, as per TOMRMS.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent

M08 Speeches and Presentations

File speeches, presentations, and news conference notes here.

Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Includes messages for inclusion in special event programs.

Excludes - Media coverage of ☐☐☐ speeches/presentations - see News Clippings - M05
- News Releases - see M06

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

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 70 of 101

Schedule Number	Series Title
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M09 Visual Identity and Insignia

File records relating to the corporate visual identity/symbols here.

Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program . Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes □□□□records regarding corporation insignia and seals of office.

File closed upon superceded.

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

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

Final Disposition: Permanent

M10 Websites and Social Media Content

File records relating to City websites and Social Media sites here.

Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook.

Total retention changed from 1 year to 2 years under the 2021 By-law.

Excludes - Published website content - see M07

In 2025, title changed from "Websites and Social Media" to "Websites and Social Media Content" as per TOMRMS.

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

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

Final Disposition: Permanent

M100 Major Issues Management

Includes records regarding major issues from media stories or other sources that require action or notification by senior managers.

Includes records regarding major issues from media stories or other sources that require action or notification by senior managers.

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

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

Final Disposition: Destruction

M101 Internal Communications

Includes records regarding communications sent internally to departments.

Includes records regarding communications sent internally to departments.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 71 of 101

Schedule Number	Series Title
-----------------	--------------

M102 Audio Visual Material

Includes photographs, videos, and sound files.

Includes photographs, videos, and sound files. This category should only be used by departments that separate this material from their files and keep a large repository of audiovisual material; other departments should file by subject.

Under the 2017 By-Law, this series was changed from permanent to permanent subject to review.

File closed when the department no longer needs the audiovisual material.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent

M103 Citizen Engagement and Public Awareness

Includes files related to the engagement of citizens such as citizen surveys and used to maintain a record for all public awareness programs.

Includes files related to the engagement of citizens such as citizen surveys. Includes programs designated for public awareness.

File closed when file is no longer required.

Note: The City of Thunder Bay is not using M11, all records related to Public Relations will be kept in this series.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

M12 Intellectual Property

File records dealing with copyrights, patents, and trademark registration here.

This series include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.

This series was created under the 2021 By-law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 72 of 101

Schedule Number	Series Title
-----------------	--------------

P01 By-Law Enforcement

File records related to the enforcement of by-laws here.

Includes records of municipal efforts to enforce bylaws such as parking tickets and fence line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.

Excludes - Environmental Monitoring - see E05

- Prosecutions - see L13
- Health & fire inspections - see P07
- Investigations - see P08
- Animal control enforcement - see P14
- Lottery license enforcement - see P09

Retention based on Pesticides Act, R. S. O. 1990, c. P.11, s. 48.

Department Retention: 2 Years
Total Retention - Review: 6 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK
Final Disposition: Destruction

P02 Chief Building Official Occurrence Logs

File occurrence logs and logs of the Chief Building Official here.

Includes logs maintained of daily occurrences logs maintained by the Chief Building Official.

Title changed from "Daily Occurrence Logs" to "Chief Building Official Occurrence Logs" under the 2018 By-law.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY
Final Disposition: Destruction

P03 Emergency Planning and Response

File records relating to emergency planning here.

Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.

File closed when emergency plan superceded or when the plan expires.

Under the 2018 By-law, the total retention changed from 1 year to 5 years. Title changed from "Emergency Planning" to "Emergency Planning and Response" under the 2021 By-Law.

5 year retention based on the Canadian Environmental Protection Act, 1999.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

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



TOMRMS

February 09, 2026

Page 73 of 101

Schedule Number	Series Title
-----------------	--------------

P04	Hazardous Materials
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File records on hazardous materials here.

Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills.

Prior to the 2014 By-law these records had a total retention of 1 year after the file was closed.

Excludes - Staff Safety Training - see H04

- Personal exposure - see H18

- Manifests - see E07

File closed when hazardous materials sheets superceded or after tank removal.

Note: PCB material storage records must be kept for 5 years after PCB has been removed from the site.

Under the 2018 By-law, the total retention changed from 3 years to 7 years. As of 2023, the total retention changed from 7 years to 5 years, as per TOMRMS.

7 year retention based on the Canadian Environmental Protection Act, 1999.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

P05	Incident/Accident Reports
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File reports of incidents/accidents at municipal properties here.

Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.

Excludes - Security - see A18

- Accidents of Municipal Staff - see Health and Safety, H04

- Compensation claims & vehicle accidents, see L02 or L03

- Long term care home medication incidents - see S18

- Private child care centre incidents - see S14

- Municipal child care incidents - see S10

Retention based on Health Care and Residential Facilities Regulations, under the Occupational Health and Safety Act, O. R. 67/93, s. 4; s. 5; as am. O.R. 25/09, s. 2 5.

Total retention changed from 1 year to 5 years under the 2021 By-Law

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 74 of 101

Schedule Number	Series Title
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P06	Building & Structural Inspections
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File records related to building inspection reports here.

Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from police force.

Excludes - By-Law Enforcement - see P01

File closed once inspection report superceded.

Note Records related to maintenance, inspections, and testings related to the fire code must be kept for 2 years after the event.

Retention based on Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07; Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9.

Under the 2018 By-law the title changed from "Building and Structural Inspections" to "Building, Plumbing and Fire Inspections." Under the 2018 By-law the department retention changed from 1 year to 3 months and the total retention changed from 1 year to 30 years to reflect the previously used series Building Inspection Files PB085 and Plumbing Inspection Files PB087. Final disposition also changed from "Destruction" to "Destruction, Subject to Review." In 2025, Final disposition changed from Destruction, Subject to Review, to Permanent, Subject to Review, and title changed from "Building, Plumbing, and Fire Inspections" to "Building & Structural Inspections" as per TOMRMS.

All inspection records previously kept under PB085 and PB087 will now be stored under P06.

Department Retention:	3 Months
Total Retention - Permanent:	30 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction, Subject to Review

P07	Health and Fire Safety Inspections
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File health inspection records and reports here.

Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed by on private, public and commercial properties.

Excludes:

- Internal Health & Safety Inspections – see H04
- Routine building and structural inspections – see P06

Retention based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9.

File closed when report superceded.

Title changed from "Health Inspections" to "Health and Fire Safety Inspections" under the 2021 By-Law

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 75 of 101

Schedule Number	Series Title
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P08	Investigations
------------	-----------------------

File records of investigations here.

Includes records of investigations pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.

Excludes - Bylaw Enforcement - see P01

- Harassment & violence staff investigation - see H15

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Permanent

P09	Licenses
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File records relating to licenses administered by the municipality here.

Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation, and quarries, etc.

Excludes - Marriage Licences - see Vital Statistics - L12

File closed upon expiry of license.

Under the 2018 By-law the total retention changed from 2 years to 7 years.

All files previously kept under PB049 will now be kept under P09.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

P10	Building Permits
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File building permits here.

Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-power turbines.

Excludes - All other permits - see P11

Under the 2018 By-law the department retention changed from 2 years to 3 years and the total retention changed from 2 years to 15 years to reflect the operational needs of the Building Services Division.

All Building Permit files previously kept under PB089 will now be kept under P10.

Department Retention:	3 Years
Total Retention - Permanent:	15 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent



TOMRMS

February 09, 2026

Page 76 of 101

Schedule Number	Series Title
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P100	Vacated Property Registry
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To provide a record of the Vacated Property Registry as set out in ByLaw 066-2008

Information collected includes: Addresses and phone numbers for property owners and secondary contacts, charges and fines.

Users: Fire, By-Law, Building, Police

Individuals in Bank: Property owners

Official Responsible: Chief Building Official and Director Building Services

COPIES: copies held in Fire, Building and By-Law

This series includes Vacated Property Registers, Vacated Property inspection reports, inspection photos, references to fines, charges, and orders

Department Retention:	3 Months
Total Retention - Destruction:	30 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

P101	Building Plans, Drawings and Specifications
-------------	--

To maintain a set of plans/drawings of structures for which building permits have been issued.

MEMO:

This series consists of plans and drawings of structures which are not classified as Major Projects. These plans/drawings are primarily boxed. The plans/drawings may include elevations, cross-sections, floor plans, site plans, and foundation plans. Building specifications may also be included.

Prior to the 2010 By-law this series had a department retention of 5 years and a total retention of 30 years.

Prior to the 2013 By-law, this series also included plans/drawings related to Major Projects. These are now kept under PB094A.

Under the 2018 By-law this series was transferred from PB094 and integrated into the TOMRMS series P101, in order to maintain the continuity of the archival record.

Under the 2018 By-law the title changed from "Permit Plans/Drawings" to "Building Plans, Drawings and Specifications."

Department Retention:	4 Years
Total Retention - Review:	30 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 77 of 101

Schedule Number	Series Title
-----------------	--------------

P102	Building Plans, Drawings and Specifications - Major Projects
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To maintain a set of plans/drawings of structures for which building permits have been issued.

This series consists of plans and drawings of structures which are classified as Major Projects. These plans/drawings are primarily rolled. The plans/drawings may include elevations, cross-sections, floor plans, site plans, and foundation plans. Building specifications may also be included. Prior to the 2013 By-law these plans/drawings were kept under PB094 with a total retention of 30 years.

Under the 2018 By-law this series was transferred from PB094A and integrated into the TOMRMS series P102, in order to maintain the continuity of the archival record. All Permit Plans/Drawings - Major Projects are now kept under P102.

Under the 2018 By-law the title changed from "Permit Plans/Drawings - Major Projects" to "Building Plans, Drawings and Specifications - Major Projects"

Department Retention:	4 Years
Total Retention - Review:	40 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Permanent
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P103	Water Well Records
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To serve as a record of the monitoring of water wells

This series includes notices to well owners, certificates of compliance, pumping test data, certificates of well water quality, test results, laboratory reports and well records.

Under the 2018 By-law this series was transferred from PB132 and integrated into the TOMRMS series P103, in order to maintain the continuity of the archival record.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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P10A	Building Permit Applications
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To provide a record of applications for building permits.

MEMO:

As of the 2012 By-law, the total retention was increased from 25 years to 30 years. These records should be reviewed by Building Division before destruction.

This series consists of applications for building permits. Apart from the completed applications, this series may contain copies of tax notices or deeds, copies of site plans, construction cost estimates, building permit review summaries and correspondence.

These records should be reviewed by Building Division before destruction.

Under the 2018 By-law this series was transferred from PB090 and integrated into TOMRMS series P10A, in order to maintain the continuity of the archival record.

Department Retention:	3 Years
Total Retention - Destruction:	30 Years

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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TOMRMS

February 09, 2026

Page 78 of 101

Schedule Number	Series Title
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P10B	Monthly Building Reports
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To provide a monthly statistical summary of the granting of building permits.

MEMO:

This series consists of reports which contain statistics re. permits issued, valuations of projects for which permits have been issued, comparisons with the comparable period for the previous year, fees collected, notable projects, building inspectors' statistical report, building valuations comparative charts and comparative charts for building and plumbing permits.

As of the 2013 By-law, the total retention was increased to 30 years from 20.

Under the 2018 By-law this series was transferred from PB093 and integrated into TOMRMS series P10B, in order to maintain the continuity of the archival record.

Under the 2018 By-law the title changed from "Monthly Reports" to "Monthly Building Reports."

Department Retention:	10 Years
Total Retention - Review:	30 Years

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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P11	Permits, Other
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File applications and permits (not bulding permits) here.

Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.

Excludes - Building Permits - see P10A
- Encroachment Permits - see D16
- Burial Permits - see S09
- Road and lane opening/closings -see T09

File closed upon expiry of permit.

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

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

P12	Warrants
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File warrants here.

Includes all warrants issued for By-Law enforcement purposes.

File closed upon execution of warrant.

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

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



TOMRMS

February 09, 2026

Page 79 of 101

Schedule Number	Series Title
-----------------	--------------

P12A Court Services Search Warrants

To keep a record of court services search warrants.

Search warrants produced by court services. File is closed upon execution of warrant.

Department Retention: 2 Years
Total Retention - Destruction: 40 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

P13 Criminal Records

File all criminal records and related documents here.

Includes all documentation relating to individuals with a history of criminal activity.

Excludes - Investigations - see P08
- Prosecutions - see L13
- Staff police background checks - see H16

File closed when occurrence/investigations closed or disposition of charge.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

P14 Animal Control

File animal control records here.

Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records.

Excludes - Dog Licenses - see P09
Retention is based on Pounds Regulation, under the Animals for Research Act, R.R.O. 1990, Reg. 23, s. 10(2).

File closed upon date animal was last in the pound.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 80 of 101

Schedule Number	Series Title
-----------------	--------------

P15 **Community Protection and Video Monitoring**
To keep a record of all community protection and video monitoring programs.

Includes records on community protection and crime prevention such as Community Policy, Victim Services, Neighbourhood Watch, Block Parents, Crime Prevention Council, and Drug Strategy. Also includes programs aimed at public education on fire, water, and traffic safety and similar programs. Records include correspondence and brochures. This series also consists of all records related to the design, implementation, and evaluation of video monitoring programs, including video monitoring of public buildings.

Video recordings fall under subseries P15A, P15B, or P15C.

In 2025, title changed from "Community Protection and Video Monitoring" to "Community Protection Programs" as per TOMRMS.

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

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

P15A **Video Monitoring - 72 hours**
Video recordings of City properties.

This series includes video monitoring records kept for 72 hours. These tapes are overwritten in 72 hours unless incident copies are made.

Department Retention:
Total Retention - Destruction:

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destroy after 72 hours

P15B **Video Monitoring - 7 days**
Video recordings of City properties and Eye on the Street recordings.

This series includes video monitoring records kept for 7 days. These tapes are overwritten in 7 days unless incident copies are made.

Department Retention:
Total Retention - Destruction:

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destroy after 7 days

P15C **Video Monitoring - 30 days**
Video recordings of City properties.

This series includes video monitoring records kept for 30 days, including: Canada Games Complex video surveillance. These tapes will be overwritten in 30 days unless incident copies are made.

Department Retention:
Total Retention - Destruction:

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destroy after 30 days.



TOMRMS

February 09, 2026

Page 81 of 101

Schedule Number	Series Title
-----------------	--------------

P15D Video Monitoring - 14 days

Video Recordings of City properties and Eye on the Street.

This series includes video monitoring records kept for 14 days, including Eye on the Street. These tapes are overwritten after 14 days unless incident copies are made.
Final Disposition: Destroy after 14 days.

Department Retention:
Total Retention - Destruction:

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED
Final Disposition: Destroy after 14 days.

P16 Emergency Services (Document Envelopes)

File rescue, fire, and ambulance service records here.

Includes records regarding land ambulance, fire and rescue services. This series consists of documentation envelopes, copies of ambulance call reports, tach cards/data trans information and incident reports. The envelopes are filed chronologically.
This series also consists of records such as course rosters relating to the Emergency Medical Services offices in the rural stations. Course rosters are not to be destroyed.
Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

Under the 2018 By-law the total retention changed from 2 years to 7 years and the final disposition changed from "Destruction" to "Destruction, Subject to Review." As of 2023, the total retention changed from 7 years to 5 years, as per TOMRMS.

File closed when record is superceded.

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

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

P17 EMS and Fire Significant Incident & Impact Reports

To provide a record of incidents and accidents affecting EMS.

Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

Title changed from "EMS Incident and Impact Reports" to "EMS and Fire Significant Incident and Impact Reports" under the 2021 By-Law

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

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



TOMRMS

February 09, 2026

Page 82 of 101

Schedule Number	Series Title
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P18 EMS and Fire Accident Response Reports

To maintain a record of accident reporting.

Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.

Excludes:

- Investigations – see P08

Prior to the 2016 Bylaw, these records had a total retention of 2 years.

Title changed from "EMS Accident Reports" to "EMS and Fire Accident Response Reports" under the 2021 By-Law

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition:	Destruction
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P19 EMS and Fire Statistics

To maintain a statistical record of accidents.

Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues.

Title changed from "EMS Accident Statistics" to "EMS and Fire Statistics" under the 2021 By-Law

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition:	Destruction
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P20 Prohibition Orders and Notices

To keep a record of orders, notices, and related correspondence.

Includes prohibition orders, notices, and correspondence related to prohibition under regulations such as Source Drinking Water Protection. The series may also contain records of building code applications denied because of prohibitions.

Department Retention:	15 Years
Total Retention - Destruction:	15 Years

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition:	Destruction, Subject to Review
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TOMRMS

February 09, 2026

Page 83 of 101

Schedule Number	Series Title
-----------------	--------------

P21 Facilities Routine Water Use, Monitoring and Testing

File records dealing with water use, monitoring and testing at City facilities.

Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in child care and long term care facilities.

This series was created under the 2021 By-law.

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition:	Destruction
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PS15E Video Monitoring - Requisitioned for Use

Video Recording incident copies of City properties and Eye on the Street recordings requisitioned for use.

This series includes copies of video recordings of City properties and Eye on the Street that have been requisitioned for use.

File is considered closed once the use for which it has been requisitioned (investigation, etc.) is closed.

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

R01 Heritage Preservation

File records relating to heritage designations of buildings, cemeteries, and districts here.

Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments and studies, and heritage conservation district studies and plans. May also include heritage registries.

Excludes:

- Historical Designation By-Laws - see C01
- Natural heritage preservation – see E18

File closed at end of plan year or when designation is removed.

Total retention changed from 1 year to 3 years under the 2021 By-Law.

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

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



TOMRMS

February 09, 2026

Page 84 of 101

Schedule Number	Series Title
-----------------	--------------

R02 Library Services

File records relating to public library service here.

Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY Final Disposition: Destruction

R03 Museum and Archival Services

File records related to the operation of museums or archives here.

Includes listings of holdings, archival operations, activity reports, database of art collection, conservation information, and related records. May also include copy logs.

Excludes - Record Centre Operations - see A10

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

FOI Designation: A* - SOME EXEMPTIONS APPLY Final Disposition: Destruction

R04 Parks Management

File records relating to the management of municipal parks here.

Includes correspondence, descriptions, reports, and other records dealing with the management, design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.

Excludes - Building and Property Maintenance - see A20

Total retention changed from 5 years to 15 years under the 2021 By-Law

Department Retention: 2 Years
Total Retention - Review: 15 Years

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



TOMRMS

February 09, 2026

Page 85 of 101

Schedule Number	Series Title
-----------------	--------------

R05	Recreational Facilities
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File records relating to the management of municipal recreational facilities here.

Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject in a suitable category in TOMRMS.

Excludes - Facilities Construction - see A19
- Building and Property Maintenance -see A20.

Retention is based on part on Public Pools Regulation, under the Health Protection and Promotion Act, R. R. O. 1990, R. 565, ss. 8, 9.

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

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition: Destruction
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R06	Recreational Programming
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File records relating to municipal recreational programming for the community here.

Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.

Total retention changed from 5 years to 6 years under the 2021 By-Law.

Department Retention:	2 Years
Total Retention - Review:	6 Years

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition: Destruction
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R100	Cultural Services & Programming
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File records related to cultural services, Cultural programming, and public art here.

Includes correspondence, descriptions, reports and other records regarding the development and delivery of cultural services, cultural programming, and events. Also includes records of the Public Art Committee

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

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition: Destruction
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R101	Recreation Program Applications and Participant Files
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To keep a record of program applicants and participants

This series consists of application forms and information about program participants. Programs include the PAL Card. File should be considered closed after the participant leaves the program, after a permanent PAL Card is issued, or after the expiry of a temporary PAL Card.

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

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

February 09, 2026

Page 86 of 101

Schedule Number	Series Title
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S01	Children's Day Care and Day Nursery Services
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File records relating to children's day care here.

Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements.

Excludes:

- Children's services not related to day care and nursery schools – see S07
- Day care and nursery school enrolment records – see S10
- Home day care program clients – see S15
- Medical client records - see S06
- Medical Records - see S06
- Day care and day nursery facility operation records – see applicable category
- Plumbing and flushing records – see P21
- Fire drill records – see H04

File closed once child has left service, or record superceded.

Notes: Fire drills are kept 2 years and inspection reports and kept for 2 years. Records of handicapped children are kept for at least 2 years after discharge.

Retention is based on General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s.82

Title changed from "Children's Day Nursery Services" to "Children's Day Care and Day Nursery Services" under the 2021 By-Law.

Under the 2021 By-Law the total retention changed from 20 years to 3 years and the final disposition changed from Destroy to Destroy, Subject to Reveiw.

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

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

Final Disposition: Destruction, Subject to Review



TOMRMS

February 09, 2026

Page 87 of 101

Schedule Number	Series Title
-----------------	--------------

S02	Elderly and Supportive Assistance Services
File home care and homes for the aged records here except residents' records.	

Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes any homes for the aged as well as general resource and long term care facility information used in counselling seniors considering moving to a long term care facility homes for the aged, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports.

Excludes:

- Long Term Care Facility Residents - see S03
- Long Term Care Operations – see S18
- Disability Support Clients– see S11

Prior to the 2016 Bylaw, this series had a total retention of 5 years.

Title changed from “Elderly Assistance” to “Elderly and Supportive Assistance Services” under the 2021 By-Law.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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S03	Long Term Care Facility Clients
File all homes for the aged residents records here.	

Includes records regarding individual residents of retirement residences and homes for the aged long term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reactionand use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.

Excludes:

- General program information - see S02
- Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04
- Serious occurrences and abuse allegations involving municipal staff – see H15

File closed upon discharge of client.

Note: records pertaining to a resident can be destroyed 5 years after the death of the resident.

Retention based on General Regulation, under the Long–Term Care Homes Act, 2007, O. R. 79/10, ss. 231, 232, 233 and O. R. 246/22, s 274.

Title changed from “Homes for the Aged Residents” to “Long Term Care Facility Clients” under the 2021 By-Law. As of 2023, the total retention changed from 20 years to 10 years and the final disposition changed from Destroy to Permanent, Subject to Reviewas per TOMRMS.

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

Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition: Permanent, Subject to Review
FOI Designation:	PIB - PERSONAL INFORMATION BANK	



TOMRMS

February 09, 2026

Page 88 of 101

Schedule Number	Series Title
-----------------	--------------

S04	Community and Social Assistance Services
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File records relating to social assistance programs here.

Includes general program information regarding social assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs. and Community Support Services. Also includes records regarding subsidized housing.

Excludes:

- Social Housing Programs – see S12
- Housing and Homelessness research and initiatives – see S12
- Social and health care planning and management – see S18
- Programs for the elderly and persons with disabilities – see S02

Prior to the 2016 Bylaw this series had a total retention of 5 years.

Title changed from “Social Assistance Programs” to “Community and Social Assistance Services” under the 2021 By-Law.

Total total retention changed from 10 years to 3 years and the disposition changed from Destroy to destroy, subject to review under the 2021 By-Law.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destroy, Subject to Review

S06	Medical Case Clients
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File records regarding medical cases here.

Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.

File closed upon discharge of client.

Retention based on College of Physicians and Surgeons of Ontario recommendations.

Total retention changed from 1 year to 15 years under the 2021 By-Law. Title changed from “Medical Case Records” to “Medical Case Clients” under the 2021 By-Law.

Department Retention:	1 Year
Total Retention - Destruction:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 89 of 101

Schedule Number	Series Title
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S07	Children's Services
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File children's services records here (not medical or day care records).

Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children's Aid Society) information as well.

Excludes - Medical client case records - see S06

- Day Care and day nursery programs - see S01

Note: records of children with disabilities are kept for at least 2 years after discharge.

Retention is based on General Regulation, under the Day Nurseries Act, R. R. O. 1990, R. 262, ss. 48.(4)(5); as am. O. R. 435/01, s. 3; General Regulation, under the Day Nurseries Act, R. R. O. 1990, R. 262, ss. 47.3.(1),(2),(3); as am. O. R. 677/94, s. 3.

Under the 2017 By-Law, departmental and total retention were changed from 2 years to 3 years.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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S08	Public Health
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File public health program records here.

Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.

Excludes

- Medical Client Case files - see S06

Retention disposition changed from "destroy" to "destroy, subject to review" under the 2021 By-Law.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destroy, Subject to Review
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TOMRMS

February 09, 2026

Page 90 of 101

Schedule Number	Series Title
-----------------	--------------

S09	Cemetery Internment
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File all cemetery records here.

Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, cremated remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.

Excludes - Building and Property Maintenance - see A20

- Promotional materials - see M07

- Price lists and cemetery operation - see S20

Title changed from "Cemetery Records" to "Cemetery Interment" under the 2021 By-Law.

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

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

S10	Day Care and Day Nursery Clients
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File client/children records for day care services here.

Application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.

May also include Application Client Detail, Child Detail, Terms and Conditions, Payment Contract, Notice of Collection of Personal Information, Security Access Form, Narrative Report, immunization record, Accident Report, Child Care Health Report, Authorization for Contact/Release of Information, Child Care Fair Start, documentation of toileting, observation and profiles from staff, Court Custody papers, schedules for work/school, etc.

Excludes: Handicapped children services - see S07

- Serious occurrence and abuse allegations investigation involving participants (non-staff) - see P08

- Serious occurrences and abuse allegations involving municipal staff - see H15

File Closed after discharge of child. "Every operator shall ensure that the records...with respect to a child are retained for at least two years after the discharge of the child."

Retention based on General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, ss. 72; as am. O. Reg. 126/16, s. 43(1) to (3); s. 73

Prior to the 2015 Bylaw these records had a total retention of 2 years. Under the 2017 By-Law, departmental retention was changed from 2 years to 3 years.

Title changed from "Day Care Nursery Records" to "Day Care and Day Nursery Clients" under the 2021 By-Law.

Total retention changed from 20 years to 3 years under the 2021 By-Law.

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

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



TOMRMS

February 09, 2026

Page 91 of 101

Schedule Number**Series Title**

S100**Physician Recruitment Program Files****To keep a record of the Physician Recruitment program.**

This series consists of records of the physician recruitment program, including: correspondence, itineraries, community needs assessments, events, housing records, newsletters, and other administrative files.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction

S101**Physician Recruiting Files****To maintain a record of the physician recruitment program.**

This series includes memoranda, correspondence, site visit itineraries, academic records, curriculum vitae, and community needs assessments. Also includes lists of students' names, mailing addresses, specialty, year of graduation, and date of initial contact. These files are closed when the recruitment process has been completed or when contact ceases.

Information collected includes: name, address and phone numbers, academic records, CVs, biographies, itineraries, and correspondence.

Users: Community Relations Coordinator

Individuals in Bank: Physicians

Official Responsible: Community Relations Coordinator

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

S11**Disabilities Support Clients****File records dealing with disabilities support clients here.**

Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.

Excludes:

- children's program information – see S07
- serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08
- serious occurrences and abuse allegations involving municipal staff – see H15

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 92 of 101

Schedule Number	Series Title
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S12	Housing Services
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File records regarding housing programs here.

Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.

Excludes:

- Resources used to assist potential tenants – see S04

Department Retention:	1 Year
Total Retention - Destruction:	10 Years

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

S14	Home Child Care Program Administration
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File records regarding home child care providers here.

Includes: Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.

This series was created under the 2021 By-law.

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

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

S15	Home Child Care Program Clients
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File records regarding home child care clients here.

Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.

Excludes:

- Day care and day nursery clients – see S10

This series was created under the 2021 By-law.

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

Retention Condition:	PARTI - UNTIL PARTICIPANT LEAVES
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FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
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Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 93 of 101

Schedule Number	Series Title
-----------------	--------------

S16	Social and Health Care Planning and Management
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File records related to social, health care and coordinated care initiatives planning here.

Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.

This series was created under the 2021 By-law.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Destruction
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S17	Client Care Coordination
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File records related to social, health care, and coordinated care initiatives planning here.

Includes records regarding individual clients and their care coordination planning.

Excludes:

- Public health medical client information – see S06

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	10 Years

Retention Condition:	PARTI - UNTIL PARTICIPANT LEAVES	Final Disposition: Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	

S18	Long Term Care Operations
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File records relating to administration/organization, health and wellness, outbreaks/health related issues, programming, and volunteer programming within the Long-Term Care facility.

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Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.

Excludes:

- complaints – see MO4
- serious occurrence and abuse allegations investigation – see P04
- Food preparation & Service monitoring – see S19

This series was created under the 2021 By-law. As of 2023, the final disposition changed from Destroy to Permanent, Subject to Review based on TOMRMS updates.

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED	Final Disposition: Permanent, Subject to Rev
		Final Disposition: iew



TOMRMS

February 09, 2026

Page 94 of 101

Schedule Number	Series Title
-----------------	--------------

S19 Food Perparation & Services

File records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres.

Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, food delivery receipts, client responses to food quality and private lab inspection reports.

This series was created under the 2021 By-law.

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

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

S20 Cemetery Operations

File records relating to business operations of municipal cemeteries.

Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.

Excludes:

- burial permits, interment records, etc. – see S09

This series was created under the 2021 By-law.

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

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

T01 Illumination

File records relating to the lighting of streets here.

Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.

File closed upon ☐☐☐☐ completion of project.

Specification are kept permanently.

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



TOMRMS

February 09, 2026

Page 95 of 101

Schedule Number	Series Title
-----------------	--------------

T02	Parking
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File records related to parking here.

Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, general parking ticket information, correspondence about parking tickets, statistics, fire routes, and employee parking.

File closed upon closure of lot or space, or resolution of ticket.

Retention based on Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.1.(2); as am. S. O. 1993, c. 31, s. 1.(12); s. 18.2.(5); as am. S. O. 1992, c. 20, s. 1.(1).

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

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

Final Disposition: Destruction

T03	Public Transit Operations
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File records related to the public transit system here.

Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for people with disabilities.

File closed upon closure of route/shelter/stop.

Excludes - Accessible transportation application & approval - see S11
- Driver scheduling - see H01

Retention based on General Regulation, under the Public Vehicles Act, R.R.O. 1990, Reg. 982, s. 24.

The department retention was changed from 1 years to 3 years and the total retention was changed from 1 year to 5 years under the 2021 By-Law. In 2025, title changed from "Public Transit" to "Public Transit Operations" as per TOMRMS.

Department Retention:	3 Years
Total Retention - Review:	5 Years

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

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 96 of 101

Schedule Number	Series Title
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T04 Road Construction

File records related to road construction here.

Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc.

- Excludes - Design and Planning - see T05
- Routine maintenance and minor improvements to road systems - see Road Maintenance, T06
 - Drawings -see A27

File closed upon completion of project

Specifications are kept permanently.

Retention is based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4.

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

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

T05 Road Design and Planning

File records related to road design and planning here.

Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.

File closed upon completion of project

Specifications are kept permanently

Retention is based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4; ConstructionProjects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9.

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

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



TOMRMS

February 09, 2026

Page 97 of 101

Schedule Number	Series Title
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T06	Road Maintenance and Salt Usage
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File road maintenance records here.

Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.

Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.

Excludes:

- Non salt usage training records - see H03

File closed upon completion of project. Specifications are kept permanently.

7 year retention based on the Code of Practice for the Environmental Management of Road Salts, under the Canadian Environmental Protection Act, 1999, Canada Gazette, Vol. 138, No. 14, ss. 7, 15.(b) to (d)

Under the 2018 By-Law, the total retention was changed from 1 year to 7 years.

Title Changed from “Road Maintenance” to “Road Maintenance and Salt Usage” under the 2021 By-Law.

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

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

Final Disposition: Destruction

T07	Signs and Signals
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File records related to signs and signals here

Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.

Excludes - Visual Identity Program - see M09
- Sign permits - see P11

File closed upon removal of sign/signal

Retention based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21.

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

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

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 98 of 101

Schedule Number	Series Title
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T08	Traffic
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File records related to traffic studies here.

Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events.

File closed upon completion of project.

Excludes - Permits for temporary closure - see P11

Retention based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21.

As of 2023, the total retention changed from 1 year to 2 years, as per TOMRMS.

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

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

Final Disposition: Destruction

T09	Roads and Lanes Openings/Closures
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File records related to permanent or more regular road and land closures here.

Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.

Excludes - Temporary road closures - see Traffic, T08
- Land Sales - see Land Acquisition and Sale, L07
- Road Closing By-Laws - see C01

File closed upon completion of project.

Note: Temporary closures are kept for 2 years.

Retention based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21.

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

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

Final Disposition: Destruction

T10	Field Survey/Road Survey Books
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File field survey books here.

Includes engineering field survey notes as well as books.

File closed upon completion of project.

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

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

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 99 of 101

Schedule Number	Series Title
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T11	Bridges
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File records related to bridges here.

Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.

File closed upon completion of project.

Specifications are kept permanently.

Retention is based on Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4.

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

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

Final Disposition: Destruction

V01	Fleet Management
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File records relating to the management of the corporate fleet here.

Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.

Excludes - Insurance Policies - see L06
- Accident Claims - see L02, L03
- Leases/Contracts - see L14

File closed upon termination of lease or after the vehicle has been retired.

Retention is based on Motor Vehicle Transport Act, R. S. C. 1985 (3rd Supp.), c. 29, s. 18.(2); Highway Traffic Act, R. S. O. 1990, c. H.8, s. 20.(1); as am. S. O. 2002, c. 18, Schedule P, s. 7; Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. R. 199/07, ss. 9.(3), 15.

Under the 2017 By-law, the total retention changed from 1 year to 2 years. Under the 2021 By-law, the department retention was changed from 1 year to 2 years.

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

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

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 100 of 101

Schedule Number	Series Title
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V02 Mobile Equipment

File records related to mobile equipment here.

Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.

Under the 2017 By-law, total retention changed from 6 years to 1 year.
File closed after the disposal of equipment

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

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

Final Disposition: Destruction

V03 Transportable Equipment

File records of transportable equipment here.

Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.

Under the 2017 By-law, total retention changed from 6 years to 1 year.
File closed after the disposal of equipment.

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

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

Final Disposition: Destruction

V04 Protective Equipment

File records related to protective equipment here.

Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.

Excludes - Uniforms and Clothing - see A14

Under the 2017 By-law, total retention changed from 6 years to 1 year.
File closed after the disposal of equipment.

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

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

Final Disposition: Destruction



TOMRMS

February 09, 2026

Page 101 of 101

Schedule Number	Series Title
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V05	Ancillary Equipment
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To maintain a record of fixed equipment, which is non-vehicle and non-office in nature.

Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders, etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licenses, and history records. Includes setup tests and manuals.

Records closed after disposal of equipment.

Excludes - Gasoline storage tanks - see E24

- Mechanical & operational systems integral to building structure -see A26

- Private/small water systems - see E22

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

Z100	Forms, Templates, Labels
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Includes blank forms, templates, labels or similar office documents.

Includes blank forms, templates, labels or similar office documents.

Note: Once the form (or other document) has been filled out, please file it under the appropriate TOMRMS heading.

File closed when the form, template, or label has been superceded.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

Z101	Reference Material
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Includes non-City of Thunder Bay publications or similar documents used for reference purposes.

Includes non-City of Thunder Bay publications or similar documents used for reference purposes. May also include copies of internal documents.

File closed when the reference material is no longer required.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction