

BY-LAW 151-81 AMENDS BY-LAW 20-80

BY-LAW 20-80 AMENDED BY BY-LAW 289-80
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THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 20-80

To establish schedules of retention periods for documents, records and other papers of the Municipality.

WHEREAS Section 249(1) of The Municipal Act (R.S.O. 1970, Chapter 284 as amended) provides that the Council of a Municipality may pass a by-law approved by the Auditor of the Municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Municipality;


NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

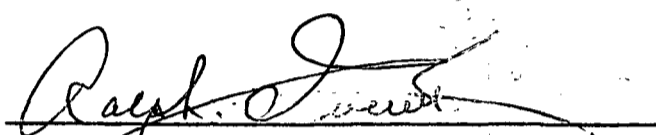
1. The retention periods for the records of The Corporation of the City of Brampton, as outlined in Schedule A, attached hereto and forming part of this by-law, are hereby adopted and established.
2. Any of the records set out in Schedule A may be destroyed after the retention period for each such record, as set out in Schedule A, has expired.
3. The Clerk of the Corporation shall cause to be made and shall keep a record of all documents destroyed.
4. This by-law shall not take effect until the auditors of the Corporation have approved this by-law by endorsing their name at the end thereof.

READ a FIRST, SECOND and THIRD time and PASSED

in OPEN COUNCIL this 28th day of January

1980.


James E. Archdekin, Mayor


Ralph A. Everett, Clerk


MacGillivray & Company
City Auditors

SCHEDULE A
TO BY-LAW NO. 20-80

CLERK'S DEPARTMENT

		*1.	2.	3.
1.	AGENDAS			
	- General	2	-	D
	1.1 - Council	2	-	MD
	1.2 - General Committee	2	-	MD
	1.3 - Planning Committee	2	-	MD
	1.4 - Regional Council	2	-	D
2.	AGREEMENTS			
	- General Correspondence	2	3	D
	- (Separate File for each Agreement as they occur)	P	-	MR
3.	APPOINTMENTS			
	- To Boards and Commissions	2	3	D
4.	ASSESSMENT			
	- General Correspondence	2	3	D
	4.1 - Copies of Apportionment of Assessment Forms	2	-	D
	4.2 - Copies of Alteration of School Support Forms	2	-	D
	4.3 - Clerk's General Returns	2	P	P
	4.4 - Copies of Assessment Review Court Decisions	2	-	D
	4.5 - School Support Lists	2	-	D
	4.6 - Assessment Rolls	2	P	MR
5.	BY-LAWS			
	- General Correspondence	2	3	D
	5.1 - City of Brampton	7	P	MR
	5.2 - Town of Brampton	7	P	MR
	5.3 - Township of Chinguacousy	7	P	MR
	5.4 - Township of Toronto Gore	7	P	MR
	5.5 - City of Mississauga	2	3	D
6.	CAPITAL EXPENDITURES			
	- General Correspondence	2	3	D
	- Separate File for Each Capital Expenditure in the Year	2	P	MR
7.	CORRESPONDENCE			
	- GENERAL			
	7.1 - Administration	2	4	MD
	7.1.1 - Building and By-law Enforcement	2	4	MD
	7.1.2 - Clerk	2	4	MD
	7.1.3 - Fire Department	2	4	MD
	7.1.4 - Parks and Recreation	2	4	MD
	7.1.5 - Personnel	2	4	MD
	7.1.6 - Planning and Development	2	4	MD
	7.1.7 - Public Works	2	4	MD
	7.1.8 - Purchasing	2	4	MD

CORRESPONDENCE - Cont'd..

		<u>1.</u>	<u>2.</u>	<u>3.</u>
7.1.9	- Transit	2	4	MD
7.1.10	- Treasury	2	4	MD
	- SPECIFIC			
7.2	- Advertising and Proclamations	2	3	D
7.2.1	- Association of Municipalities of Ontario	2	3	D
7.2.2	- Bell Canada	2	3	D
7.2.3	- Brampton Hydro Electric Commission	2	3	D
7.2.4	- Budget	2	3	D
7.2.5	- Car Allowance (Gas/Mileage)	2	3	D
7.2.6	- Civic Awards	2	3	D
7.2.7	- Consumers Gas/Union Gas	2	3	D
7.2.8	- Conventions/Seminars/Memberships	2	3	D
7.2.9	- Council	2	P	P
7.2.10	- Crossing Guards	2	3	D
7.2.11	- Development Team	2	3	D
7.2.12	- Downtown Re-Development - Board of Management Four Corners Improvement Area	2	3	D
7.2.13	- Farmer's Market	2	3	D
7.2.14	- FenceViewers (Line Fences Act)	2	3	D
7.2.15	- Grants	2	3	D
7.2.16	- Liquor License Board	2	3	D
7.2.17	- Metric Conversion	2	3	D
7.2.18	- Parking	2	3	D
7.2.19	- Peace Officers	2	3	D
7.2.20	- Peel Board of Education	2	3	D
7.2.21	- Peel Memorial Hospital	2	3	D
7.2.22	- Postal Routes	2	3	D
7.2.23	- Region of Peel	2	3	D
7.2.24	- Roger's Cable T.V.	2	3	D
7.2.25	- Sanitary Sewers and Watermains	2	3	D
7.2.26	- Special Events - General	2	3	D
7.2.26.1	- Flower Festival	2	3	D
7.2.26.2	- Fall Fair	2	3	D
7.2.26.3	- Nitty Gritty	2	3	D
7.2.26.4	- Remembrance Day	2	3	D
7.2.27	- Street Names	2	3	D
7.2.28	- Traffic	2	3	D
7.2.29	- Waiving of Rental Fees	2	3	D

7.	<u>CORRESPONDENCE</u> - <u>Cont'd..</u>	<u>1.</u>	<u>2.</u>	<u>3.</u>
	7.2.30 - Noise Control	2	3	D
	7.2.31 - Citizens' Advisory Committee	2	3	D
	7.2.32 - Snow Clearance	2	3	D
	7.2.33 - M.T.C. Subsidy Applications (Ministry of Transportation and Communications)	2	3	D
	7.2.34 - Tri-Municipal Committee (General)	2	3	D
8.	COMMITTEE OF ADJUSTMENT - General	2	-	D
	8.1 - Notices	2	-	D
	8.2 - Applications and Decisions	2	P	P
9.	EASEMENTS - Separate File for Each Easement	P	-	MR
10.	ELECTIONS - General	2	3	D
	10.1 - Oaths, Officials, Polling Places, Etc.	2	P	P
	10.2 - Voters' Lists	2	P	P
11.	EXPROPRIATION -	P	-	MR
12.	INCORPORATION -	P	-	MR
13.	INSURANCE CLAIMS - Separate File for Each Claim	2	3	D
14.	LAND DIVISION COMMITTEE - General	2	-	D
15.	LEASES - Separate File for Each Lease	P	-	MR
16.	MINUTES			
	16.1 - Regional Council	2	-	D
	16.2 - Citizens' Advisory Committees	2	P	P
	16.3 - Four Corners Board of Management - Improvement Area (Core Area Committee)	2	P	P
	16.4 - Metropolitan Toronto and Region Conservation Authority	2	-	D
	16.5 - Credit Valley Conservation Authority	2	-	D
	16.6 - Library Board	2	-	D
	16.7 - Peel Board of Education	2	-	D
	16.8 - Tri-Municipal Committee	2	-	D
	16.9 - Transit Committee	7	P	P
	16.10 - L.A.C.A.C. (Brampton Heritage Board)	7	P	P

16.	<u>MINUTES</u> - Cont'd..		<u>1.</u>	<u>2.</u>	<u>3.</u>
	16.11 - Council		7	P	MR
	16.12 - General Committee		7	P	MR
	16.13 - Planning Committee		7	P	MR
17.	OFFICIAL PLAN - General		5	P	P
	- Separate File for Any Amendments		5	P	P
18.	ONTARIO HOME RENEWAL PROGRAM - General		2	P	P
	- Separate File for Each Loan		2	P	P
19.	PLANNING - Rezoning Applications and Draft Plans of Subdivision (by Concession)		10	P	MR
20.	PROPERTY - General Correspondence		2	3	D
	20.1 - Property Acquisitions (Separate File for Each Property)		7	P	P
	20.2 - Property Conveyances (Separate File for Each Property)		7	P	P
	20.3 - Quit Claims (Separate File for Each Property)		7	P	P
21.	RESOLUTIONS				
	21.1 - Of Municipalities Other than Brampton		2	-	D
	21.2 - City of Brampton Council Meetings		2	-	D
	21.3 - Twp. of Chinguacousy Council Meetings		2	-	D
	21.4 - Town of Brampton Council Meetings		2	-	D
	21.5 - Twp. of Toronto-Gore Council Meetings		2	-	D
22.	ROADS - General		2	-	D
	22.1 - Entire Road Acquisition & Assumption (Separate File for Each Road)		7	P	P
	22.2 - Closings (Separate File for Each Closing)		7	P	P
	22.3 - Road Widening Acquisition & Assumption (Separate File for Each Road Widening)		7	P	P

23.	SUBDIVISION RELEASES	- General Correspondence	2	1	D
	23.1	- Compliance Letters and Releases (Meets Requirements)	2	1	D
	23.2	- Compliance Letters and Releases (Does not meet requirements)	2	1	D
24.	TENDERS	- General Correspondence	2	3	D
	24.1	- Public Works (Separate File for Each Tender)	5	5	D
	24.2	- Parks & Recreation (Separate File for Each Tender)	5	5	D
	24.3	- Fire Department Tenders (Separate File for Each Tender)	5	5	D
	24.4	- Transit Tenders (Separate File for Each Tender)	5	5	D
25.	<u>DIVISION REGISTRAR</u>				
	(VITAL STATISTICS)				
	25.	- Vital Statistics General Correspondence	2	3	D
	25.1	- Death Notices	2	-	D
	25.2	- Marriage Applications	2	-	D
	25.3	- Birth Registers	7	P	MR
	25.4	- Death Registers	7	P	MR
	25.5	- Marriage Registers	7	P	MR

*KEY

1. Retention in years by Department
2. Retention in years in storage after retention period by Department has expired.
3. Final Disposition - D - Destroy MR - Microfilm and Retain Original
P - Permanent MD - Microfilm and Destroy Original

*Not
attach copy to
By-law #20-80
when by-law
returned from
to Party.*



Ontario

Ministry of
Intergovernmental
Affairs

File: 6-8

Queen's Park
Toronto Ontario
M7A 1Y7
(416) 965-7031

January 29, 1980

Mr. R.A. Everett
City Clerk
City of Brampton
24 Queen Street E.
Brampton, Ontario
L6V 1A4

Dear Ralph:

Re: By-law 20-80 To establish Schedules of
Retention Periods for Documents, Records, etc.

The by-law adequately covers the requirements of The
Municipal Act and offers enough discretion to enable the City to
maintain their records giving care to current as well as historical
importance.

I have only one minor suggestion that can easily be
handled by an amendment. Where you are contemplating using micro-
film, The Canada Evidence Act requires that the permanent original
record must be retained for at least six years before the microfilm
copy could be used in a court-of-law in place of the original.
Under group 7, in your By-law 20-80, you suggest microfilming
correspondence. To comply with The Evidence Act, you could have
the record in the department for 2 years, 4 years in storage and
then microfilmed.

Other than this one comment, the by-law seems to be
adequate.

Yours sincerely,

Ernest F. Nyitrai
Local Government Adviser
Municipal Administration Branch

*Jan 30/80
543*

C244-78

PASSED 28th January 1980



BY-LAW

No. 20-80

To establish schedules of retention periods for documents, records and other papers of the Municipality.