

Planning, Property and Development Department

Records related to the Planning, Property and Development Department and its respective service responsibilities.

Includes records related to the provision of a full complement of services to the public and other city departments related to interests in land and building development and overall coordination of the City's building assets; management of urban development through city planning, community development, parks and riverbank planning; and the maintenance and security of civic buildings.

55. Planning, Property and Development

55. Planning, Property and Development		Function	Description	Retention and Disposition
55(1) / (77.01)	Planning, Property and Development Director's Files	To provide a record of the general administration of the Planning, Property and Development Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Planning, Property and Development Department.	Archival.

56. Building Permits and Inspections

56. Building Permits and Inspections		Function	Description	Retention and Disposition
56(1) / (78.01)	Building Permit Records	To maintain a record of all permits related to building construction as provided for under the Winnipeg Building By-law No. 4555/87 and the Manitoba Building Code.	All building permits are issued by the Planning, Property and Development Department. Permits applications are reviewed for land use issues such as permitted uses, yard requirements, parking and loading requirements, building code issues, including architectural/fire protection, structural, mechanical and electrical. Where applicable, a permit application may also be circulated to other city departments that may have a concern relative to the work undertaken by the permit including food handling and health, fire prevention and fire code, site service, lot grading, site access, bank stability, historic buildings, Downtown Design Board. Permit records relate to the receipt of a permit application, the application review and the issue of a permit for new or existing construction, including the design, construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, occupancy or change in occupancy of a building or structure or addition to a building or structure in the City of Winnipeg.	Archival.

56. Building Permits and Inspections		Function	Description	Retention and Disposition
56(2) / (78.02)	Building Inspection Records	To maintain a record of building inspections.	Reports and other documentation related to inspections of housing, commercial and existing buildings as carried out by building inspectors for the purpose of determining whether the design, construction and occupancy of new buildings and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings meets minimum acceptable health, safety, zoning, accessibility and community standards as established by building, plumbing and electrical codes and related by-laws.	Destroy 2 years after obsolete or superseded.
56(3) / (78.03)	Occupancy Permit Inspection Records	To maintain a record of occupancy permit inspections.	Inspectors' reports for approved occupancy permit applications including building, electrical and mechanical and fire prevention.	Destroy 2 years after obsolete or superseded.
56(4) / (78.04)	Occupancy Permit Index	To maintain a current record of occupancy permits, facilities with permits and their occupant load.	Index cards for occupancy permits are filed by address. Card entries pertain to permit information including type of construction, proposed use, tenant name, occupancy class and maximum occupancy load number.	Destroy 2 years after obsolete or superseded.
56(5) / (78.05)	Occupant Load Permit Applications	To maintain a record of applications received for occupant load permits.	A permit is required to establish an occupant load. Includes permit applications, plans, correspondence and other records related to the issue occupant permits and the posting of occupant load placards as required under The Manitoba Fire Code.	Destroy 2 years after obsolete or superseded.
56(6) / (78.06)	Plan Examination Records	To maintain a record of building plans submitted for review for compliance with civic building, electrical, plumbing and mechanical codes, standards and by-laws prior to issue of a permit.	Check sheets, plans and other documents related to the review of building plans by City plan examiners.	Archival.

57. City Planning

57. City Planning		Function	Description	Retention and Disposition
57(1) / (79.01)	City Planning Records	To provide a record of the general administration of city planning and land use activities as carried out by the Planning, Property and Development Department.	Correspondence, reports, plans, development applications, by-laws, agreements and other records related to the management of urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and the key role of the downtown through planning, community development, parks and riverbank planning.	Archival.

58. Cemeteries

58. Cemeteries		Function	Description	Retention and Disposition
58(1) / (80.01)	Cemetery Services and Operations Records	To provide a record of public cemetery services and operations.	Correspondence, cemetery deeds, interment orders, plans and other records related to cemetery operations and all services where the record directly relates to an interred deceased person or cemetery property. Includes property inventory for Brookside, St. Vital and Transcona Cemeteries.	Archival.

58. Cemeteries		Function	Description	Retention and Disposition
58(2) / (80.02)	Cemetery General Records	To maintain a record of public cemetery general correspondence and information.	Correspondence, routine reports and other records related to the general operation of a public cemetery. Includes records relates to sales or interment inquiries where the information did not lead to a sale of property or the provision of services, chargeable or non-chargeable.	Destroy 3 years after record creation.

59. Historic Building Designation

59. Historic Building Designation		Function	Description	Retention and Disposition
59(1) / (82.01)	Historic Building Conservation Records	To provide a record of activities and initiatives related to the designation, rehabilitation and use of heritage buildings and sites designated as historical buildings under By-law 1474/77.	Correspondence, reports, minutes, agreements, grant applications, plans, design review and approvals and other records related to heritage building conservation and planning in the City of Winnipeg. Includes Historic Building Committee minutes.	Archival.

60. Improving Housing Stock

60. Improving Housing Stock		Function	Description	Retention and Disposition
60(1) / (83.01)	Residential Rehabilitation Assistance & Minimum Home Repair Program Records	To maintain a record of the administration and delivery of housing programs as carried out by the City of Winnipeg.	Correspondence, reports and other records related to the administration and delivery of housing programs to rehabilitate and build new homes and improve neighbourhoods. Includes applications, reports and other records related to the administration of the Residential Rehabilitation Assistance, Minimum Home Repair and other Manitoba programs.	Destroy 6 years after file closure.

61. Land Transaction Management

61. Land Transaction Management		Function	Description	Retention and Disposition
61(1) / (84.01)	Real Estate Files	To provide a record of all transactions related to city-owned real property and interests.	Correspondence, reports and other records related to the administration of the City's land inventory, including records related to tracking of City of Winnipeg real property transactions and interests. Includes records related to the registration of real property matters, the selection, preparation, acquisition, execution and/or registration of all real property documentation and administrative approvals as well as the procurement of all legal survey services required to effect the registration of documents at the Winnipeg Land Titles Office.	Archival.

62. Neighbourhood Revitalization

62. Land Transaction Management		Function	Description	Retention and Disposition
62(1) / (85.01)	Neighbourhood Planning Records	To provide a record of the development and administration of neighbourhood planning, renewal and residential rehabilitation programs.	Correspondence, reports, minutes, funding agreements, plans and other records related to neighbourhood improvement and housing initiatives within the City of Winnipeg.	Archival.

63. Physical Asset Management

63. Physical Asset Management		Function	Description	Retention and Disposition
63(1) / (87.01)	Accommodations Project Files	To provide a record of civic accommodations and related projects.	Correspondence, reports, plans and specifications, quotations, proposals, contracts and agreements, meeting minutes and other records related to the administration of civic accommodations construction and renovation projects. Includes engineering drawings and other records related to the development of accommodations for city departments including space allocation, furniture appropriation and interior design. Also includes records related to the provision of design and consulting services to departments and building demolition.	Destroy 6 years after file closure.
63(2) / (87.02)	Civic Buildings and Facilities Inventory	To provide a record of the Planning, Property and Development accommodation and facilities inventory.	Correspondence, reports and other records related to the current inventory of civic accommodations and facilities.	Destroy 2 years after obsolete or superseded.

64. Property By-law Enforcement

64. Property By-law Enforcement		Function	Description	Retention and Disposition
64(1) / (88.01)	Enforcement Inspection Files	To maintain a record of activities related to the enforcement of minimum standards as presented by by-laws such as Building, Plumbing, Electrical, Zoning, Residential Buildings Fire Safety, and Vacant and Derelict Buildings.	Includes correspondence, inspector's reports and other documents related to the receipt of complaints, investigations and violations related to the enforcement of property bylaws.	Destroy 10 years after file closure.
64(2) / (88.02)	Prosecution Files	To maintain a record of the prosecution of property by-law violations.	Correspondence, legal proceedings and other records related to prosecutions of property by-law violations.	Destroy 20 years after file closure.

65. Riverbank Management

65. Riverbank Management		Function	Description	Retention and Disposition
65(1) / (89.01)	Riverbank Management Records	To provide a record of development near riverbanks and civic works and activities related to riverbank stabilization and erosion control.	Correspondence, reports, permits, plans, minutes and other records related to the administration of the City's Waterway By-law land inventory including records related to the administration and implementation of policies established by the Riverbank Management Committee.	Archival

66. Surplus City Property Leasing

66. Surplus City Property Leasing		Function	Description	Retention and Disposition
66(1) / (90.01)	Accommodation Leases	To provide a record of civic accommodations leasing agreements.	Correspondence, signed agreements, proposals, reports and other records related to occupancy and leasing of civic accommodations.	Destroy 6 years after expiry or termination of lease.

67. Survey Infrastructure Management

67. Survey Infrastructure Management		Function	Description	Retention and Disposition
67(1) / (91.01)	City Land Inventory	To provide a record of all City-owned real property and interests.	Correspondence, reports and other records related to the administration of the City's land inventory.	Archival.
67(2) / (91.02)	Map Inventory	To provide a record of maps created by the City of Winnipeg and associated property-based information.	Includes LR Base Map, Property Address Map, Street Centre Line Map, Zoning Map (Uniform and Downtown), Plans of Subdivision, Building Outlines, Landfill Sites, Rivers and Streams and Buffer Zones and other records related to maps created by the City of Winnipeg in connection with the Land Based Information System.	Destroy 2 years after obsolete or superseded.
67(3) / (91.03)	Registered Plans	To maintain a record of registered plans for properties within the City of Winnipeg.	Copies of original plans that have been registered with the Winnipeg Land Titles Office.	Archival.
67(4) / (91.04)	Residential Lot Inventory	To provide a record of all vacant residential building lots within the City of Winnipeg.	Correspondence, reports and other records related to vacant residential building lots by subdivision, neighbourhood and community committee areas.	Destroy 2 years after obsolete or superseded.
67(5) / (91.05)	Street Opening and Closing Records	To maintain a record of all street openings and closings within the City of Winnipeg.	Street opening/closing applications, plan approvals, correspondence and other documents related to receipt and processing of applications.	Archival.

67. Survey Infrastructure Management		Function	Description	Retention and Disposition
67(6) / (91.06)	Survey Field Books	To maintain a record of surveys carried out by city land surveyors.	Bound volumes contain surveyors' original field notes and observations.	Archival.
67(7) / (91.07)	Survey Monument Index	To maintain a record of legal survey monument locations within the City of Winnipeg including legal and control monuments.	Index information includes monument locations for specific dates.	Archival.
67(8) / (91.08)	Survey Monument Records	To maintain a record of all geodetic control survey monuments installed by the City of Winnipeg in connection with the Manitoba Land Based Information System.	Correspondence, reports and other records related to installation, field measurements, description, location, horizontal coordinates and vertical elevations of monuments.	Archival.
67(9) / (91.09)	Miscellaneous Plans	To maintain a record of miscellaneous survey sketches and plans prepared by a Manitoba Land Surveyor.	Miscellaneous plans and sketches for legal surveys signed by a Manitoba Land Surveyor.	Archival.

68. Zoning and Land Development

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(1) / (92.01)	Conditional Use Applications	To maintain a record of development applications received for the approval of a conditional use.	A conditional use order is required when changes are made to a property and these changes are outside existing zoning regulations. Development applications, plans, report, servicing agreements, correspondence, orders and other records related to a conditional use. May also include records related to the filing, hearing and deciding of an appeal related to an application for a conditional use.	Archival.

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(2) / (92.02)	Development/Service Agreements	To maintain a record of agreements between the City and developers pursuant to the approval of development applications. Includes development, servicing, zoning and subdivision agreements.	Signed agreements pursuant to the approval of a development application covering the installation of municipal services within new or existing streets and lanes, payment of land drainage trunk charges, dedication of land for public open space or payment of cash-in lieu thereof and other matters related to the development of land. A development agreement sets out the legal responsibilities of the City and of the developer over the life of a development. Also includes letters of credit, records of payment, correspondence and other records pertaining to administration of signed development or servicing agreements.	Archival.
68(3) / (92.03)	Encroachment Files	To maintain a record of approved encroachments.	Encroachment applications, plans and other supporting documentation, correspondence and other documents related to the approval of the construction, maintenance or removal of an encroachment such as a permanent sign or awning. Also includes correspondence, reports and other records related to payment of an annual encroachment license fees.	Destroy 6 years after file closure.
68(4) / (92.04)	Home Occupation Permit Applications	To maintain a record of applications received for a home occupation permit.	Permit applications, supporting documentation, correspondence and other documents related to the issue of a home occupation permits for a home-based business.	Destroy 2 years after obsolete or superseded.
68(5) / (92.05)	Mobile Sign Applications	To maintain a record of applications received for mobile advertising sign permits.	Permit applications, supporting documentation, correspondence and other documents related to a permit to display mobile advertising and poster signs.	Destroy 6 months after file closure.
68(6) / (92.06)	Plumbing and Electrical Contractors' Licensing Records	To provide a record of the licensing of plumbing and electrical contractors.	Contractors' license applications, licensing examinations, supporting documentation, correspondence and other documents related to the licensing of contractors.	Destroy 6 years after record creation.

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(7) / (92.07)	Subdivision, Rezoning and Development Applications	To provide a record of applications received for approval of subdivision, rezoning and development of properties	Applications include certificates of title, written authorizations, building location sketches, correspondence and preliminary plans for subdivisions as well as final approvals. May also include development/servicing agreements, zoning agreements, hearing records, by-laws and other records related to review and approval of sub-divisions, rezoning and development applications. Also includes applications for approval of condominium plan of survey, consent for conveyance, amendment of a zoning agreement, rezoning, or amendment to a zoning by-law, supporting documentation and related correspondence.	Archival.
68(8) / (92.08)	Street Name Records	To provide a record of City of Winnipeg street names (c.1970 to present) including reserved and legal street names.	Correspondence and other documents related to street names and their history.	Archival.
68(9) / (92.09)	Zoning Atlas Sheets	To maintain a record of City of Winnipeg zoning districts.	Atlas sheets provide a record of zoning changes.	Archival.
68(10) / (92.10)	Zoning Compliance Letters	To maintain a record of requests received for zoning compliance information pertaining to a specific piece of property.	Correspondence and copies of zoning form letters.	Destroy 2 years after obsolete or superseded.
68(11) / (92.11)	Zoning Inspection Files	To maintain a record of zoning inspections as carried out by City inspectors.	Violation notices, occupancy and building permits, zoning letters and correspondence related to zoning inquiries and inspection of specific addresses.	Destroy 2 years after obsolete or superseded.

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(12) / (92.12)	Zoning Memorandum	To provide a record of applications received for issuance of a zoning memorandum.	A zoning memorandum is a document that indicates that a building or structure complies or does not comply as to its location on a zoning lot and zoning by-laws. An application for a zoning memorandum is submitted with a copy of the building location certificate prepared by a Manitoba Land Surveyor.	Destroy 2 years after obsolete or superseded.
68(13) / (92.13)	Zoning Variance Applications	To maintain a record of development applications received for approval of a variance.	A variance is required when changes are made to a property and these changes are outside the guidelines of the by-law. Development applications, plans, servicing agreements, correspondence, orders and other records related to the approval of a zoning variance. May also include records related to the filing, hearing and deciding of an appeal related to an application for a zoning variance.	Archival.

69. Building Management

69. Building Management		Function	Description	Retention and Disposition
69(1) / (101.01)	Building Maintenance Records	To provide a record of routine building maintenance related to ensuring the functionality of facilities required for public service delivery and support.	Correspondence including tenders, bids and quotations, proposals, contracts and agreements, inspection reports, specifications, operating manuals and other records related to the provision of routine maintenance services for civic buildings, including contracted maintenance work. Includes mechanical, electrical, plumbing, carpentry, custodial and security, maintenance and operations records for civic buildings, community clubs, recreation centres, areas and swimming pools.	Destroy 6 years after completion or expiry of service contract or warranty.
69(2) / (101.02)	Building Alterations and Repairs Records	To provide a record of alterations and repairs carried out on civic buildings and facilities.	Correspondence, proposals, contracts, agreements, reports, drawings, specifications, operating manuals and other records related to the maintenance and management of civic buildings and facilities. Includes mechanical, electrical, plumbing, carpentry and utilities records related to repairs and alterations made to civic buildings, community clubs, recreation centres, arenas, wading pools and aquatics facilities.	Destroy 1 year after demolition or disposition of facility.

69. Building Management		Function	Description	Retention and Disposition
69(5) / (101.03)	Building Security Records	To record the implementation and maintenance of physical security measures in civic buildings and facilities.	Correspondence, requests for service, complaints and general inquiries, reports and other records related to the administration of building security measures in civic buildings including access restrictions and safeguards, reports of security breaches and violations, correspondence and communications with security services, records related to the installation, maintenance and operation of security systems, working alone policies and procedures, as well as minutes, reports and communications of local safety committees.	Destroy 5 years after record creation.