



**TOWNSHIP OF WEST LINCOLN  
ADMINISTRATION/FINANCE/FIRE COMMITTEE  
AGENDA**

**MEETING NO. EIGHT**

**Monday, November 20, 2023, 6:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

**NOTE TO MEMBERS OF THE PUBLIC:** All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

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**Pages**

**1. CHAIR - Councillor Jason Trombetta**

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta will note the following:

1. Please be advised that there will be no Public Works & Recreation Meeting this evening.
2. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
3. The public may submit written comments for matters that are on the agenda to [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) before 4:30 pm on the day of the meeting. Comments submitted will be considered as public information and will be read into the public record.
4. This meeting will be livestreamed as well as recorded and available on the Township's website.

**2. LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

- 3. CHANGE IN ORDER OF ITEMS ON AGENDA
- 4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST
- 5. APPOINTMENTS

There are no appointments/presentations.

- 6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

**NOTE: Procedural By-law Section 10.13(5) – General Rules**

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

- 7. CONSENT AGENDA ITEMS

**NOTE:** All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

**7.1 ITEM A68-23**  
CONSENT AGENDA ITEMS

**RECOMMENDATION:**

That the Administration/Finance/Fire Committee hereby approves the following Consent Agenda Items:

- 1. Items 1, 2 and 3 be and are hereby received for information; and,
- 2. Item 4 be and is hereby received and the recommendations contained therein be adopted with the exception of Items #(s)\_\_\_\_\_
- 1. Mayor's Youth Advisory Committee (MYAC) - Minutes of October 4, 2023 5
- 2. Information Report T-29-2023 - Financial Update as of October 31, 2023 10
- 3. Information Report WLFD-18-2023 - WLFD October Monthly Update 2023 16
- 4. Recommendation Report C-11-2023 – Appointment of Marriage Licence Issuers for the Township of West Lincoln 20

- 8. COMMUNICATIONS

**8.1 ITEM A69-23** 25  
Peggy Cook, West Lincoln Library Board Member  
Re: Resignation from the West Lincoln Library Board

**RECOMMENDATION:**

- 1. That, the notice of resignation received on October 23rd, 2023

from Peggy Cook, Board Member on the West Lincoln Public Library Board, be received with regrets; and,

2. That, By-law 2023-05 being a By-law for appointments to the West Lincoln Public Library Board, be amended to remove Peggy Cook from Schedule "A".

## **9. STAFF REPORTS**

### **9.1 ITEM A70-23**

26

Acting Fire Chief (Tim Hofsink)

Re: Recommendation Report WLFD-17-2023 - West Lincoln Fire Station 2 Site Management

#### **RECOMMENDATION:**

1. That, Recommendation Report WLFD-17-2023, regarding "West Lincoln Fire Station 2 Site Management Follow Up", dated November 20, 2023, be received; and,
2. That, staff be directed to proceed with the removal of the top coat of asphalt from the contract with Niacon.

### **9.2 ITEM A71-23**

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Legislative & Records Management Coordinator (Noah Nickel), Deputy Clerk (Justin Paylove) and Director of Legislative Services/Clerk (Jessica Dyson)

Re: Recommendation Report C-10-2023 - Records Retention By-law Update

#### **RECOMMENDATION:**

1. That, Recommendation Report C-10-2023, dated November 20, 2023 regarding "Records Retention By-law Update" be received; and
2. That, the draft by-law for the regulation and retention of records for the Corporation of the Township of West Lincoln, as attached as Schedule A to the report, be approved; and,
3. That, the Council delegate authority to the Clerk to establish and amend the Records Retention Schedule (see "Schedule A" of the draft by-law) for the records of the Corporation of the Township of West Lincoln; and,
4. That, By-law 90-94, being a by-law to provide periods of retention for and to provide for the destruction of receipts, vouchers, instruments, rolls and other documents, records and papers, as attached as Schedule B to this report, be repealed.

## **10. OTHER BUSINESS**

### **10.1 ITEM A72-23**

Members of Committee

Re: Verbal Updates from Members of Boards and Committees - If required

### **10.2 ITEM A73-23**

Members of Council

Re: Other Business Items of an Informative Nature

**11. NEW BUSINESS**

**NOTE:** Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

**12. CONFIDENTIAL MATTERS**

**RECOMMENDATION:**

That, the next portion of this meeting be closed to the public to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

12.1 Director of Legislative Services/Clerk (Jessica Dyson) & Human Resources Coordinator (Cassandra Carey)

Re: CAO Performance Review

**FOR DISCUSSION**

**Applicable closed session exemption(s):**

- personal matters about an identifiable individual, including municipal or local board employees

**RECOMMENDATION:**

That, this Committee meeting does now resume in open session at the hour of \_\_\_\_\_.

**12.1 ITEM A74-23**

Director of Legislative Services/Clerk (Jessica Dyson) & Human Resources Coordinator (Cassandra Carey)

Re: CAO Performance Review

**FOR DISCUSSION**

**13. ADJOURNMENT**

## TOWNSHIP OF WEST LINCOLN MAYOR'S YOUTH ADVISORY COMMITTEE (MYAC)

**MEETING NO. EIGHT: Wednesday, Oct 4, 2023** Township Administration Building, 318 Canborough Street, and Smithville – **3:30 p.m. Council Chambers**

Mayor Ganann  
Syd Kivell  
Carter Pataran  
Joshua Harkin  
Tamas Hunter  
Reighan Van Duzen  
George Witt  
Carson McFarlane

Staff: Jacquie Thrower, Executive Assistant

### 1. Welcome and Introduction of members/guests

Chair George Witt welcomed the Committee Members to the meeting.

### 2. Business arising from Minutes

The Minutes of Sept 6<sup>th</sup>, 2023 were ratified by the Committee. Direction was given to the Committee to reach out to their friends who live in West Lincoln to inquire if they would like to join the Committee. The Committee suggested that information be displayed on the electronic sign and social media requesting individuals apply.

### 3. Education Presentation – Guest: **Vanessa Hoffman**

Mayor Ganann introduced Vanessa Hoffman, Supervisor of Arena, Parks & Facilities. Vanessa inquired what grade and school each Committee member attended. Vanessa inquired what careers the Committee Members would like to aspire to and delivered a very detailed and informative speech regarding her career path attached as Schedule A.

Vanessa provided the Committee with information regarding various jobs available for the 2023/2024 ice season and responded to a number of questions from Committee Members.

### 4. Corporate Christmas Card

The Committee took some time to sign their names for inclusion on the Corporate Christmas card. A draft Christmas Card will be presented to the Committee at the next meeting which is November 1, 2023. Carruthers Printing will produce the card and the Mayor and CAO will sign the card.

5. Future topics of interest to MYAC – for discussion

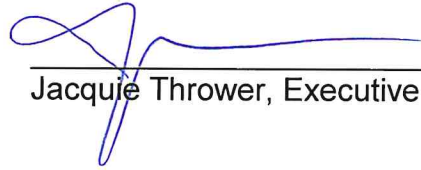
Due to time constraints this item was not discussed.

6. Adjournment

Chair George Witt adjourned the meeting at the hour of 4:30 p.m.



Mayor Cheryl Ganann



Jacquie Thrower, Executive Assistant

Dream jobs are generally considered to be paid positions that align with one's interests, skillset and workstyle – making them the ideal form of employment. Pro athlete, writer, actor, teacher and doctor are considered some of the most common dream jobs.

What would your dream job be?

When I was preparing to apply for college/university I was asked the same question. What was my dream job and what do I want to be when I “grow up”? At 17 years old, I was expected to have an answer to this question, apply to colleges or universities attend the college or the university for the amount of time needed to complete the program, graduate and find a job all before the age of 24.

I decided I wanted to become an Elementary school teacher. I applied at Brock University and Laurentian University for the concurrent education program. I was accepted into both programs and had to make the decision of attending a local university or moving away from home for the first time. My best friend and I decided we would both be moving to Sudbury to attend Laurentian University. This was the most exciting and terrifying time. I was on my own... but with that I had to learn how to cook for myself, clean for myself, use public transit (living in Smithville we do not have these luxuries), buy my own groceries, manage my school workload and pass all my classes. I remember my parents dropping me off at the dorms, getting my room all set up and then heading back to Southern Ontario, leaving me in Northern Ontario.

I completed my undergrad and my bachelor of Education and was ready to find a full-time... except the job market was not promising for new teachers. There were so many graduates and not enough positions. I applied to any and every school board I could think of, without much success. Finally, the Rainbow District School Board contacted me for an interview and I was hired as a supply teacher. Back to Sudbury I would be going. Unfortunately once again, the phone number on my resume was my cell phone number from Southern Ontario with a 905 area code... and the schools wouldn't contact supply teachers with long distance phone numbers. I eventually received a call from a very small school near..I mean small. In total, there were 9 kids that attended this school. The school ranged from Kindergarten to high school. The principal, who was also the teacher, who also had 2 kids at the school offered to house me at a hunt camp near the school while supply teaching. This made it much easier to accept the temporary position. It was a great experience but I needed something more permanent and I had bills to pay. While waiting for the supply calls to come in, I worked part-time at the cafeteria at the University as well as part-time at one of the hockey rinks in Sudbury. I was managing to pay my bills but the supply calls were still not coming in. I had a few issues with my apartments and ultimately decided that it was time to pack up, leave Sudbury and move back home.

My first weekend back home was the Family Day long weekend. My mom, nephew and I attended the Fire Fighters breakfast at the arena and part of the Family day celebration. I ran into my old boss there. He was serving food at the breakfast. He was



wondering what I was doing back home. I explained the situation and he suggested that I apply for a seasonal parks operator position for the upcoming spring. All throughout University I worked as a part-time staff member for the Township of West Lincoln. I first started as a part time camp councillor attending the swimming program with the kids. This then lead me to the part-time parks operator position. Working outside at all the parks in the summer while I was on summer break. I knew I really enjoyed the job and thought I may as well apply and continue to look for teaching positions closer to home. I was hired and began my contract in April. My summer contract ended in October and I was once again still looking for employment. I was given the opportunity to apply as a winter operator at the arena. This meant driving the Zamboni... and who wouldn't want to be able to say they can drive a Zamboni, right?! I worked as an occasional employee in the parks and recreation field and was finding that this was something I really enjoyed. My co-workers urged me to enroll in the Basic Refrigeration course to have as a back-up plan. I truly didn't think I would be able to pass the course or if this was something I wanted to do as my career. With great thought, I decided I would enroll and see where it would lead me. Shortly after completing the course, a full-time position at in the Parks and Recreation department became available. I really enjoyed what I was doing and thought I should apply and see where this takes me. I was hired in 2013 as a fulltime employee with the Township of West Lincoln. I was able to attend many training courses for this position and continue to learn and develop. I really enjoyed what I was doing.

In 2020, a Supervisor of Parks and Recreation position was posted and I thought that this might be something I would also like to do. I knew how to do the physical parts of the job but wanted to further challenge myself and contribute positively to the community that I live in. I was hired in 2020 as the Supervisor of Parks and Recreation and this is my current position. I oversee the day-to-day operations of the parks and arena, manage staff, order supplies and deal with residents' concerns.

I would have never in a million years believed that that this is the direction that my work life would have taken. Being 17 years old and deciding what I wanted "to be when I grew up" I didn't even know the possibilities that are out there.

A few lessons that I was able to learn from all of this is:

- 1) Education is never wasted. If it wasn't for the time I spend in University, I don't think I would have found this path to where I am today.
- 2) Just because you choose a course/program, does not mean that is what you need to do for the rest of your life.
- 3) Happiness is the most important thing to consider when choosing a career. I would rather be poor and happy than miserable and rich... for the most part
- 4) The possibilities are endless. There are so many careers out there to explore.

I love what I do for my job and would not change anything about the path I had to take to get here 😊



If you are interested in applying for a job at the Township of West Lincoln, we are currently hiring for the 2023/2024 ice season.

- 1) Skate Patrol Attendant-Must be 14+ years of age, able to skate, willing to work Saturdays and Sundays during the public skating sessions
- 2) Arena Attendants-Must be 16+ years of age. Willing to perform cleaning of dressing rooms, washrooms, spectator seating, shovelling snow, moving hockey nets
- 3) Arena Operator-Must be 18+ years of age. Willing to perform cleaning of dressing rooms, washrooms, spectator seating, shovelling snow, moving hockey nets & operate the Zamboni
- 4) Rec Staff-must be 16+ years of age. Monitor our drop in programs in the gym.
- 5) Team Leader-Must be 18+ years of age. Monitor the drop in programs in the gym. Collect money for the programs.
- 6) Reception-18+ years of age. Customer service at the front desk at the community centre. Answer questions as needed.
- 7) Summer Camp Councillor-15+ years of age. Help with the summer camps and March break camps at the Community Centre.
- 8) Summer Parks Student-Must have a valid driver's license (G2 min). maintain our parks and public spaces

Thank you for listening to me speak today. It was an honour. I hope to see your resumes in the future 😊

**DATE:** November 20, 2023

**REPORT NO:** T-29-2023

**SUBJECT:** Financial Update as of October 31, 2023

**CONTACT:** Donna DeFilippis, Director of Finance and Treasurer

**OVERVIEW:**

- Presentation and analysis of operating and capital expenditures as of October 31, 2023.

**RECOMMENDATION:**

That, Information Report T-29-2023 regarding the “Financial Update as of October 31, 2023”, dated November 20, 2023, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Strategic Priority #4**

- **ADVANCE** organizational capacity and effectiveness

**BACKGROUND:**

The Finance Department has completed a review of operating results up to the end of September 30, 2023. In addition to this report, the following attachments are included:

- **Appendix A** is a summary of the Operating Revenues and Expenditures up to October 31, 2023. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the “Operating YTD” heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of October 31, 2023. This report summarizes the actual operating expenditures up to October 31, 2023 by service area.
- **Appendix B** to this report is a presentation of October 31, 2023 results by “object” code and includes Capital expenditures.
- **Appendix C** to this report is a listing of the Township Reserve Balances projected to December 31, 2023.

**CURRENT SITUATION:**

Staff is monitoring both operating revenues and expenses as the year progresses. As indicated in prior month reports, investment revenue is expected to exceed budget. At this time staff is projecting that investment revenue will exceed budget by approximately \$440,000.

This additional revenue will help offset any expenditure items that may exceed budget. such as Legal Fees which are currently exceeding budget by approximately \$170,000. The over-expenditure under legal fees is a combination of two items:

1. The defence of cases being presented and heard at the Ontario Land Tribunal.
2. The cost to defend a litigation that have been issued to the Township under extraordinary circumstances to which Council has been apprised of in Confidential meetings.

Staff is projecting an overall surplus at the end of 2023 of approximately \$400,000. The revenue received through property tax penalty and interest is projected to exceed budget by approximately \$40,000. In addition, various budget lines are projecting to be underspent by the end of 2023.

Staff will present a separate report to Council regarding the annual surplus and recommend how to allocate this surplus. In order to be consistent with the current and prior year budgets, \$150,000 of that surplus should be used as revenue as part of the 2025 budget. At this point, that would leave \$250,000 to be transferred to reserves. As outlined further in this report, a net amount of \$87,482 has been transferred out of reserves through 2023 budget amendments.

#### **Purchasing Activity:**

The Township's purchasing policy grants the CAO purchasing authority up to \$100,000. The CAO approved the following procurements in September, in accordance with the purchasing policy:

Vendor	Amount	Project
Barco Products	\$ 11,404.82	Street Furniture- Benches and Waste Containers
The Watering Can	\$ 9,100.00	Harvest Routes Workshop
West Lincoln Sheet Metal	\$ 25,750.00	Town Hall Roof Top HVAC Replacement

All items purchased above are within the approved budget.

#### **FINANCIAL IMPLICATIONS:**

Amendments to the approved budget are requested by staff when they become aware of changes to the original Council approved budget. As part of the 2023 budget approval, Council approved the following recommendation:

- "7. That, Council delegate authority to the CAO to approve in year 2023 budget amendments up to \$20,000 per item and to report to Council on a monthly basis regarding such amendments; and, "*

Any amounts over \$20,000 would go directly to Council for approval

The following budget amendments have been approved to date:

Number	Description	Funding Source	Amount
BA2023-01	Road Rehabilitation Project	Reallocation only	reallocation only
BA2023-02	CUPE Contract Negotiations	Operating budget	\$ 21,380
BA2023-03	Cost of Living Adjustments-Council	Operating budget	\$ 1,720
BA2023-04	Funding for Welcome Signage linked to PRIP application	Regional Grant	\$ 37,500
		Capital Reserve	\$ 37,500
BA2023-05	Cost of Living Adjustments- other groups	Operating budget	\$ 33,620
BA2023-06	Killins St., Barbara St., Brooks Circle Watermain Replacement Design	Water Reserve	\$ 35,000
BA2023-07	New Water Heater at Station 2	Facility Reserve	\$ 19,300
BA2023-08	Project 851 replacement of squad truck at Station 2	Fire Reserve	\$ 97,000
BA2023-09	Transfer of Accumulated Surplus to Contingency Reserve	Accumulated Surplus	\$ 447,518
BA2023-10	Development Charges Background Study	Development Charges	\$ 14,000
BA2023-11	East Chippawa Road Slope	Capital Reserve	\$ 270,000
		Development Charges	\$ 30,000
BA2023-12	Pedestrian Crossover- St. Catherine Street at Dennis Drive	Capital Reserve	\$ 57,200
BA2023-13	GPS Units	Capital Reserve	\$ 19,000

To summarize, the budget amendments above require an additional transfer from the Capital Reserve totalling \$383,700, an additional transfer from the Fire Reserve totalling \$97,000, an additional transfer from the Water Reserve totalling \$35,000 and an additional transfer from the Facility Reserve totalling \$19,300. The total additional transfer out of reserves is \$535,000. The Contingency Reserve has been increased by \$447,518 by using the 2022 accumulated surplus. Overall, reserves have decreased by \$87,482.

The Township recently received confirmation that an application to the Region's Local Area Municipality (LAM) Fund was approved. This grant will be used to support the West Lincoln Farmer's Market. Funds will be used towards an outdoor tent, WIFI, seating and wayfinding signage. The total project cost is \$16,000, with \$12,000 in grant funding from the Region and \$4,000 from the Township. The Township will be able to cover its share of costs through the operating fund. Budget Amendment BA2023-16 has been approved to reflect the funding of this new project.

#### INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO.

#### CONCLUSION:

Staff is recommending that Council receive this report as an item of information

**Prepared & Submitted by:**



**Donna DeFilippis,**  
Director of Finance & Treasurer

**Approved by:**



**Bev Hendry**  
CAO

## TOWNSHIP OF WEST LINCOLN

For the Ten Months Ending October 31, 2023

		Operating YTD		Variance (%)	Operating Total		Variance (%)
		Actuals	Budget		Budget	Variance (\$)	
<b>General</b>							
General		(\$9,546,353.15)	(\$9,018,900.00)	\$527,453.15	(\$10,822,780.00)	(\$1,276,426.85)	12. %
Equipment		-76,410.93	-80.00	76,330.93		76,410.93	0. %
<b>Total General</b>		<b>-9,622,764.08</b>	<b>-9,018,980.00</b>	<b>603,784.08</b>	<b>-10,822,780.00</b>	<b>-1,200,015.92</b>	<b>11. %</b>
<b>General Government</b>							
Governance		324,703.90	319,760.00	-4,943.90	384,040.00	59,336.10	15. %
Corporate Management		1,710,312.66	1,662,060.00	-48,252.66	2,003,650.00	293,337.34	15. %
<b>Total General Government</b>		<b>2,035,016.56</b>	<b>1,981,820.00</b>	<b>-53,196.56</b>	<b>2,387,690.00</b>	<b>352,673.44</b>	<b>15. %</b>
<b>Protection Services</b>							
Fire		1,223,390.24	1,250,440.00	27,049.76	1,497,860.00	274,469.76	18. %
Building Permit & Inspection Serv		243,555.46	88,420.00	-155,135.46	107,000.00	-136,555.46	(128. %)
Provincial Offences Act			-7,900.00	-7,900.00	-9,490.00	-9,490.00	100. %
Animal Control		21,103.28	18,300.00	-2,803.28	22,000.00	896.72	4. %
<b>Total Protection Services</b>		<b>1,488,048.98</b>	<b>1,349,260.00</b>	<b>-138,788.98</b>	<b>1,617,370.00</b>	<b>129,321.02</b>	<b>8. %</b>
<b>Transportation Services</b>							
Roads Paved & Unpaved		1,792,821.77	2,064,400.00	271,578.23	2,475,600.00	682,778.23	28. %
Traffic Operations & Roadside Ma		153,334.05	206,760.00	53,425.95	250,100.00	96,765.95	39. %
Winter Control		471,723.83	580,460.00	108,736.17	703,950.00	232,226.17	33. %
Crossing Guards		42,785.29	52,040.00	9,254.71	65,090.00	22,304.71	34. %
Streetlights		-14,408.20	24,000.00	38,408.20	29,230.00	43,638.20	149. %
Bridges & Culverts		218,945.71	209,900.00	-9,045.71	251,840.00	32,894.29	13. %
<b>Total Transportation Services</b>		<b>2,665,202.45</b>	<b>3,137,560.00</b>	<b>472,357.55</b>	<b>3,775,810.00</b>	<b>1,110,607.55</b>	<b>29. %</b>
<b>Environmental Services</b>							
Wastewater		394,125.33	-440.00	-394,565.33		-394,125.33	0. %
Storm Sewer		19,043.46	96,300.00	77,256.54	115,500.00	96,456.54	84. %
Water		131,526.12	-920.00	-132,446.12		-131,526.12	0. %
<b>Total Environmental Services</b>		<b>544,694.91</b>	<b>94,940.00</b>	<b>-449,754.91</b>	<b>115,500.00</b>	<b>-429,194.91</b>	<b>(372. %)</b>
<b>Heath Services</b>							
Cemeteries		83,246.54	142,420.00	59,173.46	171,440.00	88,193.46	51. %
<b>Total Heath Services</b>		<b>83,246.54</b>	<b>142,420.00</b>	<b>59,173.46</b>	<b>171,440.00</b>	<b>88,193.46</b>	<b>51. %</b>
<b>Recreation &amp; Cultural Services</b>							
Parks		360,849.26	470,340.00	109,490.74	545,660.00	184,810.74	34. %
Recreation Programs		334,565.97	401,120.00	66,554.03	486,960.00	152,394.03	31. %
Recreational Facilities		566,959.41	465,200.00	-101,759.41	569,960.00	3,000.59	1. %
Libraries		608,655.31	648,230.00	39,574.69	789,400.00	180,744.69	23. %
<b>Total Recreation &amp; Cultural Services</b>		<b>1,871,029.95</b>	<b>1,984,890.00</b>	<b>113,860.05</b>	<b>2,391,980.00</b>	<b>520,950.05</b>	<b>22. %</b>
<b>Planning &amp; Development</b>							
Planning & Heritage		398,448.59	262,170.00	-136,278.59	313,950.00	-84,498.59	(27. %)
Drainage		32,358.85	33,800.00	1,441.15	40,620.00	8,261.15	20. %
Farmers' Market		13,023.13	6,580.00	-6,443.13	8,420.00	-4,603.13	(55. %)
<b>Total Planning &amp; Development</b>		<b>443,830.57</b>	<b>302,550.00</b>	<b>-141,280.57</b>	<b>362,990.00</b>	<b>-80,840.57</b>	<b>(22. %)</b>
		<b>-491,694.12</b>	<b>-25,540.00</b>	<b>466,154.12</b>		<b>491,694.12</b>	<b>0. %</b>

**TOWNSHIP OF WEST LINCOLN**  
**Summary of All Units**  
For the Ten Months Ending October 31, 2023

	YTD				Annual		
	Budget	Actual	Variance (\$)	Variance (%)	Budget	Remaining (\$)	Remaining (%)
<b><u>Operating Revenue</u></b>							
Tax Levy	\$7,714,900.00	\$9,257,839.58	(\$1,542,939.58)	(20.%)	\$9,257,850.00	\$10.42	0.0%
Street Light Levy	61,000.00	73,741.22	-12,741.22	(21.%)	73,140.00	-601.22	(1.%)
Sidewalk Levy	96,000.00	116,113.26	-20,113.26	(21.%)	115,160.00	-953.26	(1.%)
Supplemental Levy	51,000.00	100,844.92	-49,844.92	(98.%)	61,200.00	-39,644.92	(65.%)
Supplemental Streetlight Levy		1,346.70	-1,346.70	0.0%		-1,346.70	0.0%
Supplemental Sidewalk Levy		2,105.80	-2,105.80	0.0%		-2,105.80	0.0%
Payment In Lieu	597,700.00	727,246.49	-129,546.49	(22.%)	717,300.00	-9,946.49	(1.%)
User Fees	5,601,804.20	4,533,820.41	1,067,983.79	19.0%	6,722,621.05	2,188,800.64	33.0%
Government Transfers	1,150,453.30	1,166,283.41	-15,830.11	(1.%)	1,380,363.96	214,080.55	16.0%
Other Revenue	932,116.70	385,213.56	546,903.14	59.0%	1,118,540.00	733,326.44	66.0%
Allocation of Program Support	1,398,500.00	1,677,970.00	-279,470.00	(20.%)	1,677,970.00		0.0%
Funding From Reserves	1,641,609.30	26,905.72	1,614,703.58	98.0%	1,969,840.93	1,942,935.21	99.0%
<b>Total Operating Revenue</b>	<b>19,245,083.50</b>	<b>18,069,431.07</b>	<b>1,175,652.43</b>	<b>6.0%</b>	<b>23,093,985.94</b>	<b>5,024,554.87</b>	<b>22.0%</b>
<b><u>Operating Expenses</u></b>							
Salaries and Wages	5,187,640.00	4,955,994.59	231,645.41	4.0%	6,256,030.00	1,300,035.41	21.0%
Benefits	1,551,840.00	1,334,984.39	216,855.61	14.0%	1,857,400.00	522,415.61	28.0%
Debenture Interest	476,700.00	511,780.54	-35,080.54	(7.0%)	572,190.00	60,409.46	11.0%
Administrative Expenses	249,400.00	169,922.19	79,477.81	32.0%	300,350.00	130,427.81	43.0%
Supplies and Equipment	344,000.00	219,274.77	124,725.23	36.0%	413,620.00	194,345.23	47.0%
Repairs and Maintenance (Materials Only)	1,485,500.00	1,296,155.12	189,344.88	13.0%	1,782,830.00	486,674.88	27.0%
Utilities	440,700.00	389,249.74	51,450.26	12.0%	529,710.00	140,460.26	27.0%
Insurance	312,400.00	352,233.66	-39,833.66	(13.0%)	375,090.00	22,856.34	6.0%
Subscriptions and Periodicals	11,200.00	11,265.69	-65.69	(1.0%)	13,640.00	2,374.31	17.0%
Contracted Services	3,262,300.00	2,602,058.19	660,241.81	20.0%	3,916,170.00	1,314,111.81	34.0%
Special Projects	1,785,913.40	440,167.58	1,345,745.82	75.0%	2,143,055.93	1,702,888.35	79.0%
Rents and Financial Expenses	35,300.00	31,259.63	4,040.37	11.0%	42,410.00	11,150.37	26.0%
External Transfers	47,200.00	55,900.00	-8,700.00	(18.0%)	56,560.00	660.00	1.0%
Internal Functional Adjustments	644,940.00	773,970.00	-129,030.00	(20.0%)	773,970.00		0.0%
Allocation of Program Support	753,200.00	904,000.00	-150,800.00	(20.0%)	904,000.00		0.0%
Tax Write Off	70,800.00	106,862.01	-36,062.01	(51.0%)	84,700.00	-22,162.01	(26.0%)
Debenture Principal	602,100.00	625,613.27	-23,513.27	(4.0%)	722,400.00	96,786.73	13.0%
Contribution to Reserves	1,958,410.00	2,797,378.00	-838,968.00	(43.0%)	2,349,860.00	-447,518.00	(19.0%)
<b>Total Operating Expenses</b>	<b>19,219,543.40</b>	<b>17,578,069.37</b>	<b>1,641,474.03</b>	<b>9.0%</b>	<b>23,093,985.93</b>	<b>5,515,916.56</b>	<b>24.0%</b>
<b>Operating Surplus/(Deficit)</b>	<b>25,540.10</b>	<b>491,361.70</b>	<b>-465,821.60</b>	<b>(1824.0%)</b>	<b>0.01</b>	<b>-491,361.69</b>	<b>(4913616900.0%)</b>
<b><u>Capital Revenue</u></b>							
User Fees	1,770,188.30		1,770,188.30	100.0%	2,124,249.98	2,124,249.98	100.0%
Government Transfers	2,159,787.50	553,317.22	1,606,470.28	74.0%	2,591,737.02	2,038,419.80	79.0%
Other Revenue	4,130.00	75,400.00	-71,270.00	(1726.0%)	4,950.00	-70,450.00	(1423.0%)
TCA Sale Proceeds		95,495.50	-95,495.50	0.0%		-95,495.50	0.0%
Proceeds From Debentures	2,327,166.70	2,672,600.00	-345,433.30	(15.0%)	2,792,600.00	120,000.00	4.0%
Funding From Reserves	4,629,644.50		4,629,644.50	100.0%	5,555,571.68	5,555,571.68	100.0%
<b>Total Capital Revenue</b>	<b>10,890,917.00</b>	<b>3,396,812.72</b>	<b>7,494,104.28</b>	<b>69.0%</b>	<b>13,069,108.68</b>	<b>9,672,295.96</b>	<b>74.0%</b>
<b><u>Capital Expenditures</u></b>							
Land Improvements	348,215.10	10,322.08	337,893.02	97.0%	417,866.09	407,544.01	98.0%
Facilities	2,017,631.40	1,825,619.08	192,012.32	10.0%	2,421,149.69	595,530.61	25.0%
Equipment	431,744.10	219,812.12	211,931.98	49.0%	518,085.11	298,272.99	58.0%
Rolling Stock	1,831,129.90	1,111,739.87	719,390.03	39.0%	2,197,359.95	1,085,620.08	49.0%
Transportation Infrastructure	4,145,427.70	2,351,453.29	1,793,974.41	43.0%	4,974,521.06	2,623,067.77	53.0%
Environmental Infrastructure	2,116,779.00	74,953.44	2,041,825.56	96.0%	2,540,126.78	2,465,173.34	97.0%
<b>Total Capital Expenditures</b>	<b>10,890,927.20</b>	<b>5,593,899.88</b>	<b>5,297,027.32</b>	<b>49.0%</b>	<b>13,069,108.68</b>	<b>7,475,208.80</b>	<b>57.0%</b>
<b>Capital Surplus/(Deficit)</b>	<b>-10.20</b>	<b>-2,197,087.16</b>	<b>2,197,076.96</b>	<b>(21539970.0%)</b>		<b>2,197,087.16</b>	<b>0.0%</b>

RESERVE FUND AND RESERVE BALANCES PROJECTED TO DECEMBER 31, 2023

	CLOSING		COMMITMENTS		UNCOMMITTED
<b>RESERVE FUNDS:</b>					
BUILDING REVENUES RESERVE	-\$	131,373	\$	-	-\$ 131,373
LIBRARY	\$	342,924	\$	90,541	\$ 252,383
<b>TOTAL RESERVE FUNDS</b>	<b>\$</b>	<b>211,551</b>	<b>\$</b>	<b>90,541</b>	<b>\$ 121,010</b>
<b>RESERVES:</b>					
SEWER PROJECTS	\$	2,268,982	\$	393,634	\$ 1,875,348
HOSPITAL RESERVE	\$	1,630,297	\$	-	\$ 1,630,297
WATER DEPT. PROJECTS	\$	1,717,626	\$	174,800	\$ 1,542,826
CONTINGENCIES	\$	1,993,631	\$	727,180	\$ 1,266,451
CAPITAL	\$	2,491,744	\$	1,339,542	\$ 1,152,202
FIRE RESERVE	\$	2,101,082	\$	1,062,369	\$ 1,038,713
WINTER CONTROL	\$	643,110	\$	-	\$ 643,110
INDUSTRIAL PARK	\$	455,759	\$	-	\$ 455,759
BRIDGES	\$	595,087	\$	169,202	\$ 425,885
FACILITY RESERVE	\$	498,322	\$	150,706	\$ 347,616
WLCC (WEST LINCOLN COMMUNITY CENTER)	\$	367,897	\$	35,000	\$ 332,897
EQUIPMENT RESERVE	\$	1,447,610	\$	1,128,060	\$ 319,550
SIDEWALKS	\$	211,696	\$	-	\$ 211,696
INSURANCE	\$	166,655	\$	-	\$ 166,655
TECHNOLOGY	\$	163,789	\$	28,966	\$ 134,823
CEMETARIES	\$	117,979	\$	35,000	\$ 82,979
STREET LIGHTS	\$	64,752	\$	-	\$ 64,752
ELECTION EXPENSE	\$	63,373	\$	-	\$ 63,373
PLANNING RESERVE	\$	608,941	\$	557,295	\$ 51,646
WIND TURBINE COMMUNITY FUND RESERVE	\$	443,847	\$	394,981	\$ 48,866
SETTLEMENT ROAD AGREEMENT RESERVE	\$	438,338	\$	437,738	\$ 600
<b>TOTAL RESERVES</b>	<b>\$</b>	<b>16,221,535</b>	<b>\$</b>	<b>6,240,839</b>	<b>\$ 11,856,044</b>
<b>TOTAL RESERVE FUNDS AND RESERVES</b>				<b>\$</b>	<b>11,977,054</b>



**DATE:** November 20, 2023  
**REPORT NO:** WLFD-18-2023  
**SUBJECT:** Monthly Update - October 2023  
**CONTACT:** Tim Hofsink, Acting Fire Chief

**OVERVIEW:**

- This report will address November 2023 fire responses and activities.

**RECOMMENDATION:**

That, Information Report WLFD-18-2023 regarding “Monthly Update – October 2023”, dated November 20, 2023, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #1 and #4**

- **Build** – a safe, connected, caring and active community
- **Advance** – organizational capacity and effectiveness

**CURRENT SITUATION:**

**Emergency Response Calls – September 2023**

Station # 1 – 22    Station # 2 – 6    PE- 2

Call Date	Call Time	Nature	District
10/30/2023	20:18:34	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
10/26/2023	10:45:15	4 - MVC UNKNOWN EXTRICATION	STN 1
10/23/2023	23:02:41	54 - VSA/UNCONSCIOUS	STN 1
10/20/2023	11:10:21	41 - MVC EXTRICATION	STN 1
10/17/2023	16:21:31	53 - CARBON MONOXIDE NO SYMPTOMS	STN 1
10/15/2023	9:13:27	41 - MVC EXTRICATION	PE
10/13/2023	20:47:53	4 - MVC UNKNOWN EXTRICATION	STN 1
10/13/2023	14:42:49	2 - VEHICLE FIRE	STN 1 & STN 2
10/12/2023	11:26:44	41 - MVC EXTRICATION	STN 1
10/12/2023	7:23:28	1 - STRUCTURE FIRE	STN 1 & STN 2

Call Date	Call Time	Nature	District
10/11/2023	22:06:14	4 - MVC UNKNOWN EXTRICATION	STN 1 & STN 2
10/11/2023	18:51:10	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
10/11/2023	6:39:50	41 - MVC EXTRICATION	STN 1 & STN 2
10/11/2023	1:36:21	2 - VEHICLE FIRE	STN 1
10/10/2023	15:23:15	41 - MVC EXTRICATION	STN 1
10/09/2023	3:34:38	112 - DETECTOR ACTIVATION	STN 1
10/08/2023	13:56:26	11 - PRELIMINARY ASSIGNMENT	STN 1
10/07/2023	22:22:31	4 - MVC UNKNOWN EXTRICATION	STN 1
10/07/2023	13:49:52	41 - MVC EXTRICATION	STN 1
10/05/2023	22:10:04	118 - ARCING HYDRO LINES/POLE	STN 1
10/05/2023	7:33:41	33 - BURNING COMPLAINT	STN 1
10/03/2023	23:40:37	4 - MVC UNKNOWN EXTRICATION	STN 1
10/03/2023	3:29:42	2 - VEHICLE FIRE	STN 2
10/02/2023	22:29:20	5 - EMERGENCY MEDICAL ASSISTANCE	PE
10/01/2023	11:41:27	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1 & STN 2

## District Legend:

Grimsby = GR, Pelham = PE, Haldimand = HD, Lincoln = L, Hamilton=HAM

**New Retirees:**

- Captain Phil Clarke retired after 29 years of service with West Lincoln Fire and Emergency Services.

**New Recruits:**

- No new recruits have been added to the Department complement.

**Promotion:**

- As part of West Lincoln Fire and Emergency Services succession planning, the positions of Training Assistant (vacant since a recent promotion) and Mechanical Assistant and Public Educator/Fire Prevention (both newly created) were filled. The Assistant roles support the Officers in their various disciplines, while providing the Assistants with valuable experience learning the details of the respective roles. These positions can also prepare the Assistants for promotion.

**Station 2 Progress:**

- Work is progressing at the new fire hall. The gas meter was installed, work continues on connecting to the building, preparing the HVAC system for commissioning.
- Some of the items requiring repair were addressed, including overhead door trim, some of the drywall concerns and issues with some of the millwork.
- work continued on the plumbing, the cistern pump was connected, pressure tanks installed and plumbed.
- equipment for the generator installation and use arrived, is awaiting installation.

**Training:**

- Crews trained on the use of Narcan/Naloxone in order to help address opioid overdose issues which have been growing in frequency. The Niagara Fire Department Medical Program, which also oversees the Defibrillator program is administering the Narcan Program and provided the supplies and training for West Lincoln Fire and Emergency Services staff. Kits are now on the trucks.
- Auto Extrication drills were conducted at a wrecking yard owned by one of our community partners. Crews were provided scrap cars to ensure that they keep up their important skills used in rescuing those trapped in vehicle collisions. The crews use the electric/hydraulic Jaws of Life to access simulated patients, while stabilizing vehicles in different positions. Recruits had some of their first opportunities to use the tools hands-on.
- Preparations are continuing for the upcoming Pump Operations course, with exams scheduled for early November. A fairly large number of firefighters is enrolled to ensure depth in the ranks of driver's/pump operators.
- The recently enacted Firefighter Certification laws passed by the province have required substantial increases in the amount and frequency of training for the volunteer firefighters. Preparation for firefighter certification exams requires many hours of home study(online) as well as in-class study and practical drills. Certification not only applies to new firefighters, but also for various different roles including driver/operators, Officers, Public Safety Educators, Trainers and others. The crew has shown remarkable dedication in pursuing these various accreditations, many spending significant time away from home and family to either attend or present the drills-often after a day of work.

**Fire Prevention:**

- Fire Safety Presentation was made to the Mayor's Age-Friendly Advisory Committee; it was well attended.
- Several inspections were performed for private day-care centres
- Fire Safety messaging is on-going on both the Fire Department and Town social media sites.
- Preparations underway for the annual Emergency Management exercise to be held in early November.

**Apparatus Fleet:**

- Further tank repairs carried out on Tanker 2, poly tank has been leaking
- Expecting delivery of new Squad 2 pickup truck, preparations for putting it into service are underway.
- New tanker pre-construction work is well underway; delivery of the completed unit is not expected until roughly mid-2024.

**Fire Department Activities:**

- Firefighters opened doors at Fire hall to Trick-or-Treaters on Halloween.

**Prepared & Submitted by:**



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**Tim Hofsink,  
Acting Fire Chief**

**Approved by:**



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**Bev Hendry,  
CAO**

**DATE:** November 20, 2023

**REPORT NO:** C-11-2023

**SUBJECT:** **Recommendation Report – Appointment of Marriage Licence Issuers for the Township of West Lincoln**

**CONTACT:** Jessica Dyson, Director of Legislative Services/Clerk

**OVERVIEW:**

- Under Section 4 of the Ontario's *Marriage Act*, no marriage may be solemnized except under the authority of a licence issued in accordance with the Act or the publication of banns.
- In order to issue a licence, the issuer must confirm that the requirements under the Act are satisfied in each individual circumstance. As an issuer, the Act needs to be applied, interpreted or confirmed before a licence is issued.
- Under Section 11 of the Ontario's *Marriage Act*, marriage licences may be issued by the clerk of every local municipality except a township.
- Pursuant to section 11(2) of the *Marriage Act*, the Honourable Minister of Government Services may appoint the Clerk of a Township as a person authorized to issue marriage licenses in and for the Township.

**RECOMMENDATION:**

1. That, Recommendation Report C-11-2023, regarding "Appointment of Marriage Licence Issuers for the Township of West Lincoln", dated November 20, 2023 be received; and,
2. That, the by-laws similar to the draft by-laws found at Schedule A and Schedule B to this report, be approved by Council to appoint the Clerk and Deputy Issuer/Registrar as a Person Authorized to Issue Marriage Licences.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #4**

- **Advance** – Organizational capacity and effectiveness

**BACKGROUND:**

As per Section 11 of the Ontario's *Marriage Act*, marriage licences may be issued by the clerk of every local municipality except a township. The Marriage Act also indicates within Section 11(2) that the Honourable Minister of Government Services may appoint the Clerk of a Township as a person authorized to issue marriage licenses for the Township.

In early October 2023, the Director of Legislative Services/Clerk sent in a formal written request to the Office of the Registrar General seeking authorization to issue marriage licence for the Township of West Lincoln.

On October 11, 2023, the Township received correspondence from the Deputy Registrar General stating that the Township's request had been received and that further documentation needs to be obtained and forwarded to the Office of the Registrar General in order to begin the process. One piece of documentation that is required, is a by-law authorizing the Township to request that the Clerk be appointed to issue marriage licences (attached as Schedule A to this report). The Township will also be forwarding an additional authorizing by-law to appoint a Deputy Issuer/Registrar authorized to issue marriage licences (attached as Schedule B to this report).

### **CURRENT SITUATION:**

Under Section 4 of the Ontario's *Marriage Act*, no marriage may be solemnized except under the authority of a licence issued in accordance with the Act or the publication of banns. The purpose of this report is to inform Council of the Township's interest for the issuance of marriage licences, and to advise of the requirement to pass a by-law authorizing the Township to request that the Clerk (or an appointed deputy) be appointed to issue marriage licences for the Township of West Lincoln.

In order to issue a licence, the issuer must confirm that the requirements under the Act are satisfied in each individual circumstance. As an issuer, the Act needs to be applied, interpreted or confirmed before a licence is issued. Staff will become familiar with the statutory and regulatory responsibility and obligations for issuing marriage licences prior to the commencement of issuance.

### **FINANCIAL IMPLICATIONS:**

The associated fee for obtaining a marriage licence will be \$130.00. This fee is comparable to neighbouring municipalities who offer this service.

### **INTER-DEPARTMENTAL COMMENTS:**

This report has been reviewed by the CAO.

### **CONCLUSION:**

Staff are recommending that the report regarding the appointment of Marriage Licence Issuers for the Township of West Lincoln be received for information purposes.

### **ATTACHMENTS:**

**Schedule A** – Draft By-law to Appoint the Clerk as a Person Authorized to Issue Marriage Licences

**Schedule B** – Draft By-law to Appoint a Deputy Issuer/Registrar Authorized to Issue Marriage Licences

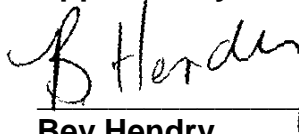
**Prepared & Submitted by:**



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**Jessica Dyson,  
Director of Legislative Services/Clerk**

**Approved by:**



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**Bev Hendry,  
CAO**



**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2023-XX**

**TO APPOINT THE CLERK A PERSON AUTHORIZED TO ISSUE  
MARRIAGE LICENCES FOR THE TOWNSHIP OF THE WEST  
LINCOLN**

**WHEREAS** pursuant to section 11(2) of the Marriage Act, R.S.O. 1990, c.M.3. the Honourable Minister of Government Services may appoint the Clerk of a Township as a person authorized to issue marriage licenses in and for the Township.

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient for the public convenience that the Clerk of the Corporation of the Township of be appointed in such capacity.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
WEST LINCOLN ENACTS AS FOLLOWS:**

1. The Corporation of the Township of West Lincoln be and it is hereby authorized to the Honourable Minister of Government Services to have Jessica Dyson, the Clerk of the Corporation of the Township of West Lincoln appointed as a person authorized to issue marriage licences in and for the Corporation of the Township of West Lincoln.
2. That, the Mayor and Clerk be and they are hereby authorized and directed to do all such things and execute all such documents as may be necessary for the completion and implementation of the said document on behalf of the Corporation of the Township of West Lincoln and to affix thereto the corporate seal of the Corporation of the Township of West Lincoln.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
27<sup>th</sup> DAY OF NOVEMBER, 2023.**

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**MAYOR CHERYL GANANN**

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**JESSICA DYSON, CLERK**

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2023-XX**

**TO APPOINT A DEPUTY ISSUER/REGISTRAR  
AUTHORIZED TO ISSUE MARRIAGE LICENCES**

**WHEREAS** pursuant to section 11(3) of the Marriage Act, R.S.O. 1990, c. M.3, the Honourable Minister of Government Services may appoint a Deputy Issuer/Registrar of the Township as a person authorized to issue marriage licenses in and for the Township:

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient for the public convenience that the Deputy Clerk of the Corporation of the Township of West Lincoln be appointed as the Deputy Issuer/Registrar for Marriage Licences.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. The Corporation of the Township of West Lincoln be and it is hereby authorized to make application to the Honourable Minister of Government Services to have Justin Paylove, the Deputy Clerk of the Corporation of the Township of West Lincoln appointed as a Deputy Issuer/Registrar authorized to issue marriage licences in and for the Corporation of the Township of West Lincoln.
2. That, the Mayor and Clerk and Deputy Issuer be and are hereby authorized and directed to do all such things and execute all such documents as may be necessary for the completion and implementation of the said appointment.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
27<sup>th</sup> DAY OF NOVEMBER, 2023.**

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**MAYOR CHERYL GANANN**

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**JESSICA DYSON, CLERK**

**Jessica Dyson**

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**From:** Peggy Cook <[REDACTED]>

**Sent:** Monday, October 23, 2023 10:26 AM

**To:** Vanessa Holm

**Subject:** Re: Notice of Resignation

Hello, fellow board members and staff;

I am writing this letter to inform you of my resignation from the position that I fill on the West Lincoln Library Board. Effective immediately.

While I had good intentions of being able to fully participate I found myself involved in more than I was anticipating. As a result, I have had to re-evaluate all of the positions that I serve in. It has been a pleasure meeting all of you and working with you on the board for the short time I have been able to serve here.

This board has a really great team that is working well together and it seems that things are well on track for moving forward with the plans being made.

I am confident that the board here is going to create opportunities for great things to come in the future of our local libraries!

I am looking forward to following and sharing all of the wonderful events and activities that are happening with the library.

Thank you for the opportunity to be a part of this great team.

Best Regards

Peggy Cook

**DATE:** November 20, 2023  
**REPORT NO:** WLFD-17-2023  
**SUBJECT:** West Lincoln Fire Station 2 Site Management  
**CONTACT:** Tim Hofsink, Acting Fire Chief

**OVERVIEW:**

- As the new fire hall construction project nears completion at Station 2, the top coat of asphalt was scheduled to be laid prior to the asphalt plants closing for the winter.
- Concerns were voiced that if the top coat of asphalt were laid prior to future demolition related work, the asphalt may be damaged during this demolition.
- At the October 23, 2023 Council Meeting, Council directed staff to negotiate out of the contract with Niacon, the top coat of asphalt for the parking lot at Station 2 in.

**RECOMMENDATION:**

1. That, Recommendation Report WLFD-17-2023, regarding “West Lincoln Fire Station 2 Site Management Follow Up”, dated November 20, 2023, be received; and,
2. That, staff be directed to proceed with the removal of the top coat of asphalt from the contract with Niacon.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #1**

**Build** – a safe, connected, caring and active community.

*“We prioritize the safety and well-being of all community members. We will continue to ensure our fire and emergency services are appropriately equipped to meet required standards. To support our growing community, we will lobby for increased police presence. We will also aspire to improve healthcare access through collaborations with local service providers and all levels of government.”*

**BACKGROUND:**

Council directed staff in a resolution at the October 23, 2023 Council meeting:

1. That, the Acting Fire Chief negotiate the top coat of asphalt out of the existing contract and that this negotiation be brought forward to Members of Council; and,
2. That, staff be directed to conduct a formal Request for Proposal (RFP) process for the full and partial demolition of the Old Fire Station 2 Building prior to ratification at Council; and,

3. *That, a deficiency list be brought forward to Council during confidential matters, should it be required, at the Council October 23<sup>rd</sup>, 2023 Council meeting; and, That the award of the contract, not be done until the RFP has been brought forward to Members of Council.*

Paving the parking lot at the site of the new fire hall was included in the original contract with Niacon Construction. The first coat of asphalt was laid earlier in the project and the site preparation, curbing and grading were all carried out per the contract. As the construction of the new fire hall is now nearing completion, the final coat of asphalt was scheduled to be laid prior to the end of the fall season, before the asphalt plants were closed for the winter. The Acting Chief received notice that Niacon intended to schedule the paving in the coming weeks. Since conversations were underway regarding the full or partial demolition of the old fire hall space, Council was made aware that laying the top coat of asphalt prior to the demolition work may result in damage being done to the top coat of asphalt by heavy equipment used in the demolition work. Council directed staff in a resolution at the October 23 Council meeting: "That, the Acting Fire Chief negotiate the top coat of asphalt out of the existing contract and that this negotiation be brought forward to Members of Council;".

#### **CURRENT SITUATION:**

Following on the direction of Council, Acting Fire Chief Tim Hofsink engaged in negotiations to remove the top coat of asphalt from the existing construction contract with Niacon Construction. The project manager at Niacon was contacted and discussions about the resolution to remove the asphalt were undertaken with the following results: that the first coat had been laid per the specifications laid out in the contract and that the top coat would be removed from the contract with Niacon, and that a credit would be provided in lieu of the laying of the top coat of asphalt. Raimondo and Associates has been contacted to develop the RFP for the demolition/renovation work proposed for the old fire hall building. Work is currently underway to develop an RFP which will provide options for both full demolition and partial demolition.

An outstanding work list was provided to Council at the closed session of Council on October 23, 2023 outlining the work still requiring completion.

#### **FINANCIAL IMPLICATIONS:**

The removal of the top coat of asphalt from the contract with Niacon will result in a credit to the Township of West Lincoln in the amount of \$19,500 plus HST. Since this removal will result in the parking lot being paved only with the first coat of asphalt, there will be a need in the future to repair any damage to the first coat of asphalt which may occur during demolition activities. The top coat of asphalt will then need to be laid after any repairs are completed.

#### **INTER-DEPARTMENTAL COMMENTS:**

This report reviewed by the Director of Finance/Treasurer, CAO and the Clerks Department

**CONCLUSION:**

The top coat of asphalt can be negotiated out of the contract with Niacon as per the direction of Council. This will require that at a future date, the top coat will need to be laid after any required repairs are completed to the base coat.

**Prepared & Submitted by:**



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**Tim Hofsink,  
Acting Fire Chief**

**Approved by:**



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**Bev Hendry,  
CAO**

**DATE:** October 16, 2023

**REPORT NO:** C-10-2023

**SUBJECT:** **Records Retention By-law Update**

**CONTACT:** Noah Nickel, Legislative and Records Management Coordinator  
Justin Paylove, Deputy Clerk  
Jessica Dyson, Director of Legislative Services/Clerk

**OVERVIEW:**

- Sections 254 and 255 of the *Municipal Act, 2001* as well as the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) explain the necessity of adequate municipal records management.
- The vast majority of Ontario municipalities have recently or are in the process of updating their records management by-laws and systems to be in line with industry standards and best practices.
- The Township of West Lincoln's records management by-law and system, last modified in 1990, has been identified by a consulting firm to be out of date and insufficient to meet current municipal records management requirements.
- On top of ensuring legal compliance, updating our records management by-law and system would also increase staff efficiencies, reduce record keeping redundancies, and reduce strain on our resources and infrastructure.

**RECOMMENDATION:**

- (1) That, Recommendation Report C-10-2023, dated November 16, 2023 regarding "Records Retention By-law Update" be received; and
- (2) That, the draft by-law for the regulation and retention of records for the Corporation of the Township of West Lincoln, as attached as Schedule A to the report, be approved; and,
- (3) That, the Council delegate authority to the Clerk to establish and amend the Records Retention Schedule (see "Schedule A" of the draft by-law) for the records of the Corporation of the Township of West Lincoln; and,
- (4) That, By-law 90-94, being a by-law to provide periods of retention for and to provide for the destruction of receipts, vouchers, instruments, rolls and other documents, records and papers, as attached as Schedule B to this report, be repealed.

**ALIGNMENT TO STRATEGIC PLAN:**

- **Advance** – Organizational capacity and effectiveness



**BACKGROUND:**

The Corporation has a legislated responsibility to retain, preserve and destroy its records. The need for adequate municipal records management is laid out in multiple pieces of provincial legislation, including the *Municipal Act, 2001*, the *Evidence Act*, and MFIPPA.

- Section 254 of the *Municipal Act, 2001* directs municipalities to retain and preserve the records of the municipality and its local boards securely and accessibly.
- Section 255 of the *Municipal Act, 2001* states that municipal records can only be destroyed if an established retention period for the record has expired or if it is a copy of the original.
- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) require municipalities to maintain documentation, ensure record integrity, and provide records in response to a request, subject to certain exemptions.

The Township of West Lincoln's current record management by-law, attached as Schedule B, was passed in 1990. It was an adequate by-law to allow staff to address the records management needs of that time. However, given the great leaps in modernization of local government administration since then, as well as the ever-growing number of duties and responsibilities assumed by municipalities, this by-law is in desperate need of an update in 2023.

*The Municipal Act, 2001* requires municipalities to establish controlled retention periods and destruction practices for its records. To establish a retention schedule, the Township purchased The Ontario Municipal Records Management System (TOMRMS), which was designed specifically for Ontario municipalities and classifies municipal records by function. This template is used by over one hundred Ontario municipalities and provides minimum retention periods for municipal records, based on relevant provincial and federal legislation, and best practices across Ontario. The Township has also subscribed to a yearly update program, which advises the municipality of any changes in federal and provincial legislation that affect records retention periods. The retention schedule, attached as "Schedule A" of the draft by-law, is provided for reference purposes.

**CURRENT SITUATION:**

It could be argued that the Township of West Lincoln's current records management by-law and accompanying policies do not meet current provincial requirements. For instance, the Township's record retention schedule, adopted in 1990, is not in line with TOMRMS, which is a well-established, industry standard for municipal records retention and management. This has negative implications for the accessibility of our records, how well they have been maintained, the integrity of our records, and our ability to provide records in response to a freedom of information request. TOMRMS would serve as the foundation for the Township of West Lincoln's updated records management system and records retention schedule.

Additionally, the Township of West Lincoln recently hired the Information Professionals, a records management consulting firm, to conduct an analysis of our current practices and recommend areas of future improvement.

Their report identified that our records management approach be revised to ensure legal compliance and to much more closely mirror current industry standards and best practices.

Providing staff direction to update our records management by-law would provide a valuable first step in the much-needed modernization of our records management and retention approaches, infrastructure and internal policies. Such an overhaul of our records management system would (1) reduce duplication in records keeping across departments and between department staff, (2) reduce the strain on municipal infrastructure caused by the over storage of unnecessary records, and (3) increase the speed and completeness of records retrieved for internal (litigation or internal audit) and/or external (freedom of information requests) needs or requests.

One of the statutory duties of the Clerk is to maintain the records of the municipality in accordance with the Records Retention By-Law. In conjunction with the new records retention by-law, staff is requesting that Council delegate its authority to the Clerk to approve changes to the records retention schedules (Schedule “A” to the Retention By-Law), based on input from the senior management team and TOMRMS legislative updates, which would forego the future requirement of subsequent amendments to the records retention schedules. This is a common practice in municipalities across Ontario.

#### **FINANCIAL IMPLICATIONS:**

The subscription to the annual compliance services for TOMRMS is \$375.00 per year. This is an annual budgeting expense and maintained through the corporate operational budget.

#### **INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the CAO and Director of Finance/Treasurer.

#### **CONCLUSION:**

Staff are recommending that Council accept Report C-10-2023 and direct staff to begin the process of modernizing the Township of West Lincoln’s records management by-law in order to address its many deficiencies as a result of its age, as well as to bring it in line with other municipalities and the well-established standards and best practices across the industry.

#### **ATTACHMENTS:**

**Schedule A** – Draft Records Retention By-law

**Schedule B** – By-law 90-94 being a by-law to provide periods of retention for and to provide for the destruction of receipts, vouchers, instruments, rolls and other documents, records and papers.

**Prepared by:**



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**Noah Nickel, Legislative and Records  
Management Coordinator**

**Approved by:**



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**Bev Hendry, CAO**



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**Justin Paylove,  
Deputy Clerk**

**Submitted by:**



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**Jessica Dyson,  
Director of Legislative Services/Clerk**

# THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

## BY-LAW 2023-XX

### A BY-LAW TO ESTABLISH RETENTION PERIODS FOR RECORDS OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN.

**WHEREAS** Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”), as amended, provides that the Council may delegate its powers and duties under any Act to a person or body;

**WHEREAS** Section 254 (1) *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”), as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

**WHEREAS** Subsection 255(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”), as amended provides that except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section. 2001, c. 25, s. 255 (1);

**WHEREAS** Subsection 255(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”), as amended states that despite Section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and, a) the retention period has expired; or b) the record is a copy of the original record. 2001, c. 25, s. 255 (2); 2006, c. 32, Sched. A, s. 109 (1);

**AND WHEREAS** in accordance with Subsection 255(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”), as amended a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254. 2001, c. 25, s. 255 (3).

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF WEST LINCOLN** enacts as follows:

1. That, the Records Retention Schedule attached hereto as Schedule “A”, forms part of this by-law to establish retention periods for the records of the Corporation of the Township of West Lincoln;
2. That, the Records Retention Program Policy be created and that the Director of Legislative Services/Clerk (the “Clerk”) be delegated powers and duties under Section 23.1 of the Act, in order to amend the policy from time to time;
3. That authority for establishing and amending retention periods for the records of The Corporation of the Township of West Lincoln shall be delegated to the Clerk, or his/her designate, and shall be in accordance with The Ontario Municipal Records Management System (TOMRMS);
4. That, in the event of the Clerk is absent for any reason, the said authority of Council is delegated to the person or persons designated in writing by the Clerk to act as the said Director during their absence.

#### **SHORT TITLE:**

This by-law shall be known as the “Records Retention By-law”.

**REPEAL:**

By-law 90-94 being a by-law to provide periods of retention for the destruction of receipts, vouchers, instruments, rolls and other documents, records and papers, be repealed.

**EFFECT:**

This by-law shall come into force and effect upon the passing of this by-law.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
XX DAY OF XXXX, 2023.**

\_\_\_\_\_  
**MAYOR CHERYL GANANN**

\_\_\_\_\_  
**JESSICA DYSON, CLERK**

DRAFT

## Table of Contents

NO.	ABBRV	SECONDARY HEADING	DESCRIPTION
1	A	Administration	Includes records regarding routine administration and office services functions.
2	C	Council, Boards and By-Laws	Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
3	D	Development and Planning	Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
4	E	Environmental Services	Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.
5	F	Finance and Accounting	Includes records regarding the management of funds.
6	H	Human Resources	Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
7	J	Justice	Includes records regarding POA and Court activities.
8	L	Legal Affairs	Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
9	M	Media and Public Relations	Includes records regarding the municipality's relationship with the media and the general public.
10	P	Protection and Enforcement Services	Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
11	R	Recreation and Culture	Includes records regarding the provision of recreational and cultural services to the community.
12	S	Social and Health Care Services	Includes records regarding social services and health care programs.
13	T	Transportation Services	Includes records regarding the development and improvement of transportation systems (roads and public transit).
14	V	Vehicles and Equipment	Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

## Legend

NO.	ABBRV	EXPLANATION	
1	C	Current Year	
2	E	Event	
3	P	Permanent	
4	S	Superseded	
5	*	Maximum Copy Retention	
6	**	Subject to Archival Selection	

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: ADMINISTRATION								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
A01	Associations and Organizations	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 AMO, AMCTO, CAMA, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	All Depts.	Year End Date	1 Year	Association/Organization Name	Membership Fees (See F01)	Best Practice/Business Need
A02	Staff Committees and Meetings	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.	All Depts.	Year End Date	4 Years **	Committee Name	Council Minutes and Agenda (See C03-C06); Health and Safety Committee Meetings (See H04)	Best Practice/Business Need
A03	Computer Systems and Architecture	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.	Finance	File Closed Date	6 Years	Application	Reports (File By Subject); Acquisitions (See F18)	Best Practice/Business Need
A04	Conferences and Seminars	Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the Township.	All Depts.	Conference or Seminar E Date	1 Year** (Archival review if sponsored by the Township)	Conference/Seminar	Accommodation & Travel Arrangements (See A13); Invoices (See F01); Employee and Council Expenses (See F09); Ceremonies and Es (See M02); Speeches and Presentations (See M08)	Best Practice/Business Need
A05	Consultants	Records contained should be filed in other classification categories.	All Depts.	File Closed Date	2 Years **	Vendor Name, Consultant	Reports (File By Subject); Project Based Monitoring of Consultant Activities (See Project File); Consulting Relationship Management and Evaluation (See A15); Invoices (See F01); Procurement, Quotations and Tenders (See F18)	Best Practice/Business Need
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.	Clerks	Year End Date	6 Years	Year	Petroleum Products (See E24); Assets (See F06); Controlled Drug Substances (See S18)	Best Practice/Business Need
A07	Office Equipment and Furniture	Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.	Finance, Public Works	Disposal Date	1 Year	Department	Computer Hardware and Software (See A03); Assets (See F06); Service Agreements (See L14)	Best Practice/Business Need
A08	Office Services	Includes records regarding 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.	Clerks	File Closed Date	1 Year	Year		Best Practice/Business Need
A09	Policies and Procedures	Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	All Depts., Clerks	S Date	15 Years ***; Long-Term Care Policies and Procedures = P	Document Type, Responsible Department, Approval Date		g046, g059, g060, g062, g125, g148, g155
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.	Clerks	S Date	Dispose	Year, Approval Date	Policies and Procedures (See A09); Records Disposition (See A11); Retention By-Law (See C01)	Best Practice/Business Need
A11	Records Disposition	Includes records regarding the disposition of Township records. Includes the disposal method used and forms authorizing and describing the destruction of records.	All Depts., Clerks	Disposition Date	P	Year, Approved By, Approval Date		Best Practice/Business Need (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	Finance	S Date	Dispose	Responsible Department	Long Distance Call Records (See F01); Assets (See F06); Agreements (See L04 and/or L14); Licenses (See P09)	Best Practice/Business Need
A13	Travel and Accommodation	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	All Depts.	Year End Date	1 Year	Year	Employee and Council Expenses (See F09)	Best Practice/Business Need
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by Township staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.	Clerks, Fire, Public Works	S Date	Dispose *** (Selective Archival)			Best Practice/Business Need
A15	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	All Depts., Finance	File Closed Date	2 Years **	Vendor Name	Office Equipment - Owned and Leased (See A07); Purchase Orders and Requisitions (See F17); Fleet Management (See V01)	Best Practice/Business Need
A16	Intergovernmental Relations	Includes correspondence and other records of a general nature regarding the relationship between the Township 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 by their subject, not the originator or recipient of the report and/or correspondence.	All Depts., Clerks	Year End Date	5 Years **	Year, Document Type	Legislation (See L10 and/or L11)	Best Practice/Business Need
A17	Information Access and Privacy	Includes documents regarding the Township's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the Township, access request transfers to another institution, FOI requests made by the Township, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).	Clerks	File Closed Date	2 Years	Year	Copies of the Act (See L11); Non-MFIPPA Complaints and Inquiries (See M04)	g071
A18	Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.	Clerks, Finance	Year End Date	5 Years		Computer Security (See A03); Vandalism Reports (See P05)	Best Practice/Business Need
A19	Facilities Construction and Renovations	Includes records for the planning and construction of Township facilities such as fire stations, 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 Township.	Finance, Fire, Planning and Building, Public Works	File Closed Date	Project finished and no outstanding issues + 2 Years **	Project Document Type (Meeting Notes, Report, Design Document, Inspection Document), Responsible Department	As-Builts and Drawings (See A27)	g059, g073
A20	Building and Property Maintenance	Includes records regarding the maintenance of the Township'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.	Public Works	Year End Date	5 Years Setup tests and manuals = Equipment removed + 1 year	Year, Responsible Department	Building Systems (See A26); Parks Management (See R04)	g049, g099, g123, g160
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Public Works	Year End Date	1 Year	Year		Best Practice/Business Need
A22	Accessibility of Services	Includes records relating to the accessibility of Township buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.	Clerks	File Closed Date	P	Township Building, Responsible Department	Report on Services (See A25)	g010
A23	Information Systems Production Activity and Control	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.	Finance	Year End Date	2 Years			Best Practice/Business Need
A24	Access Control and Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	Finance	S Date	Dispose			Best Practice/Business Need
A25	Performance Management/Quality Assurance	Includes records regarding the performance of the Township as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. 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, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of Township operations as designated by a Ministry.	All Depts.	File Closed Date	6 Years	Document Type (Key Performance Indicator, Report)	Council Goals and Objectives (See C08); Financial Regulatory Reporting, FIR and MPMP (See F27); Employee Performance Appraisal (See H03)	g110
A26	Building Structure Systems	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.	Public Works	S Date or List of System/Asset	Dispose	Building Name		g046, g100
A27	Drawings	Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the C state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Planning and Building	S Date or List of System/Asset	Dispose	Building		g073, g141

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: COUNCIL, BOARDS AND BY-LAWS								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
C01	By-Laws	Includes final versions of the Township'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.	Clerks	S Date	P **	Approval Date, Responsible Department		g090, g131
C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	Clerks	S Date	Dispose	Municipality		Best Practice/Business Need
C03	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	All Depts., Clerks	Meeting Date	5 Years			Best Practice/Business Need
C04	Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.	Clerks	Meeting Date	P **, Working Notes = 6 Years; Copies = 2 Years		Council Committees (See C05-C06); Reports to Council (See C11)	g131
C05	Council Committee Agenda	Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	All Depts., Clerks	Meeting Date	1 Year **			Best Practice/Business Need
C06	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Clerks	Meeting Date	6 Years **			g015
C07	Elections	Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, 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.	Clerks	File Closed Date	Day Action Took Effect or Voting Day + 4 Years; Ballot - 120 Days After Voting or Resolution of Recount	Document Type (Voters List, Notices, Ballots)		g069, g070
C08	Goals and Objectives	Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the Township sustainability plan housing plan, and growth plan submissions prepared for the Ministry.	All Depts., Clerks	S Date	10 Years **	Year	Environmental Planning (See D03); Official Plan (See D08)	g052, g159
C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	Clerks	Meeting Date	P **, Copy = 1 Year			g131
C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerks	S Date	Dispose	Municipality		Best Practice/Business Need
C11	Reports to Council	Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	All Depts.	Meeting Date	P **	Council Report Type (Investment Report, Staff Report, etc.)		Best Practice/Business Need - Also Included in Council Minutes
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	Clerks	File Closed Date	P **	Appointment Date		g131
C13	Accountability, Transparency & Governance	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., registry of lobbyists, etc.	Clerks	File Closed Date	2 Years			g059



Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: DEVELOPMENT AND PLANNING								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
D01	Demographic Studies	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.	Planning and Building	S Date	10 Years **	Demographic Study Document Type (Census Report, Population Growth)	Vital Statistics (See L12)	Best Practice/Business Need
D02	Economic Development	Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.	Planning and Building	S Date	10 Years **		Demographic Studies (See D01); Residential Development (See D04); Tourism Development (See D06); Industrial/Commercial Development (See D21)	Best Practice/Business Need
D03	Environment Planning	Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, 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.	Planning and Building	S Date	15 Years **		Environmental Monitoring (See E05, E13, E14, and E15); Waste Management (See E07); Source Water Protection Committee (See E20)	g008, g016, g068, g146, g156
D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning and Building	S Date	10 Years **			Best Practice/Business Need
D05	Natural Resources Planning	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.	Planning and Building	S Date	5 Years **		Tree Maintenance (See E04); Natural Resource Management and Preservation (See E18)	Best Practice/Business Need
D06	Tourism Development	Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the Township as a convention site or special event.	Clerks, Planning and Building, Public Works	S Date	10 Years **			Best Practice/Business Need
D07	Condominium Plans	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.	Planning and Building	File Closed Date	P Applications = 2 Years After Final Decision	Condominium Planning Document Type (Drawing, Technical Report, Working Notes)		Best Practice/Business Need
D08	Official Plans	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.	Planning and Building	File Closed Date	P **	Office Planning Document Type (Amendments, Planning, Policies)		g090
D09	Official Plan Amendment Applications	Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning and Building	File Closed Date (Final Decision or Reflected in Revised Official Plan)	5 Years			
D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	Planning and Building	File Closed Date	6 Years	Land Registration Date		g133
D11	Site Plan Control	Includes records regarding approval for 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.	Planning and Building	File Closed Date	P; Application = 2 Years After Final Decision	Site Plan Control Document Type (Correspondence, Approvals)	Systems for Servicing Land (See Relevant Subject); Site Plan Agreements (See L04)	Best Practice/Business Need
D12	Subdivision Plans	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.	Planning and Building	File Closed Date	P; Application = 2 Years After Final Decision	Subdivision Plan Document Type (Drawings, Technical Reports, Working Notes, Background Information)	Subdivision Agreements (See L04)	Best Practice/Business Need
D13	Variance Applications	Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.	Planning and Building	File Closed Date	P		Budget Variances (See F05)	Best Practice/Business Need
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Planning and Building	File Closed Date	Final Decision + 2 Years		Zoning By-Laws (See C01); Variances (See D13)	Best Practice/Business Need
D15	Easements	Includes all records on Rights of Way and Easements concerning Township ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.	Planning and Building	File Closed Date	6 Years **	Termination of Right Date	Original Agreements (See L04)	g133
D16	Encroachments	Includes all records regarding private properties encroaching on Township lands including encroachment permits. Also includes surveys and any other related documentation.	Planning and Building	File Closed Date	7 Years **	Termination of Right Date	Original Encroachment By-Laws (See C01); Original Agreements (See L04)	g133
D17	Annexation/Amalgamation	Includes all records pertaining to the annexing and amalgamating of land adjacent to Township lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	Planning and Building	File Closed Date	P **			Best Practice/Business Need
D18	Community Improvement	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.	Planning and Building	File Closed Date	6 Years **	Program	Economic Development (See D02)	Best Practice/Business Need
D19	Township Addressing	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.	Planning and Building	S Date	10 Years **			Best Practice/Business Need
D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning and Building	File Closed Date	P			Best Practice/Business Need
D21	Industrial/Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Planning and Building	File Closed Date	10 Years **		Agricultural Development (See D23)	Best Practice/Business Need
D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning and Building	S Date	Dispose - Excludes Actual Data Residing on These Systems			Best Practice/Business Need
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	Planning and Building	File Closed Date	10 Years **			Best Practice/Business Need
D24	Official Plan Background	Includes reports pertaining to amendments and changes to the Official Plan.	Planning and Building	File Closed Date	5 Years			Best Practice/Business Need
D25	Deeming Process	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.	Planning and Building	File Closed Date	2 Years			Best Practice/Business Need
D26	Development Charges Study	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	Planning and Building	File Closed Date	10 Years **			g128
D27	Part Lot Control	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 with a registered plan of subdivision.	Planning and Building	File Closed Date (Final Decision)	5 Years			Best Practice/Business Need

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: ENVIRONMENTAL SERVICES								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.	Public Works	File Closed Date (Project Completed and No Outstanding Issues)	2 Years Specifications = Life of the Assets (See A27)		Drawings/As Built's and Specifications (See A27); Storm Sewers (See E02); Treatment Plants (See E03); Waste Management (See E07); MOE Approvals (See E21)	Best Practice/Business Need, g059, g073, g089
E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.	Public Works	File Closed Date (Project Completed and No Outstanding Issues)	2 Years Specifications = Life of the Assets (See A27)		Drawings/As Built's and Specifications (See A27)	Best Practice/Business Need, g059, g073
E03	Treatment Plants (Wastewater Treatment and Collection Systems)	Includes records regarding the operation of sewage 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.	Public Works	File Closed Date (Report Made or Equipment Decommissioned)	5 Years Specifications = Life of the Assets (See A27); Plans = Cease to Apply + 2 Years		Drawings/As Built's and Specifications (See A27); Private Sewage Disposal Systems (See E12)	g008, g059, g073, g082, g089, g152
E04	Tree Maintenance	Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Public Works	Year End Date	5 Years			Best Practice/Business Need, g089
E05	Air Quality Monitoring	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, dusk, smog or gaseous impurities. Also includes claims and compliance orders.	Public Works	File Closed Date (Later of: Date of Offence, or: Day Evidence of Offence First Came To Attention of Person Appointed Under s. 5)	5 Years **		Water Quality (See E13 and E15); Land Quality Monitoring (See E23); Complaints and Inquiries (See M04); By-Law Enforcement (See P01)	g008, g089
E06	Utilities	Includes maps and location drawings provided to the Township from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Public Works	File Closed Date	5 Years **		Site Plans (See D11)	Best Practice/Business Need
E07	Waste Management	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 site condition, daily waste reception and inspection records, dust suppression records and closure reports.	Public Works	File Closed Date	Cease to Apply - 10 Years **, Post Landfill Site Closure Documentation = Closure + 25 Years		Annual Reports on Blue Boxes, Recycling Program, etc. (See A25); Environment Planning (See D03); Sanitary Sewers (See E01); Private Sewage Disposal Systems (See E12)	g008, g037, g038, g039, g041, g042, g073, g089, g112, g117, g121, g138
E08	Water Works (Drinking Water Plant)	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.	Public Works	File Closed Date	15 Years; Specifications = P (See A27)		Drawings/As Built's and Specifications (See A27); Water Pumping Stations (See E03)	g073, g082, g089, g108, g111
E09	Drains	Includes records regarding the design, construction and maintenance of 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.	Public Works	File Closed Date	5 Years **: Specifications = P (See A27)		Drawings/As Built's and Specifications (See A27)	g073, g082
E10	Pits and Quarries	Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	Planning and Building, Public Works	File Closed Date	5 Years **: Specifications = Life of the Pit or Quarry		Licenses/Permits (See P09)	g073, g082
E11	Nutrient Management	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.	Planning and Building, Public Works	File Closed Date	5 Years ** or Expiry of Plan + 2 Years		Strategy/Plan Review (See A25)	g129
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	Planning and Building	File Closed Date	7 Years **: Specifications = Life of System			g037, g082, g129
E13	Water Monitoring	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 such as 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.	Public Works	File Closed Date (Created, Approved or Plan No Longer in Force)	15 Years		Annual Reports (A25); Air Quality Monitoring (See E05); Land Quality Monitoring (See E23); Complaints and Inquiries (See M04); By-Law Enforcement (See P01)	g008, g016, g082, g089, g108, g110, g111, g115
E14	Water Sampling	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.	Public Works	File Closed Date (Created, Approved or Plan No Longer in Force)	15 Years; Child Care Facility Plumbing Flush and Water Testing = 6 Years		Air Quality Monitoring (See E05); Complaints and Inquiries (See M04); By-Law Enforcement (See P01); Facilities Routine Water Use, Monitoring and Testing (See P21)	g008, g016, g082, g089, g108, g110, g111, g115
E15	Chemical Sampling of Water	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.	Public Works	File Closed Date (Created, Approved or Plan No Longer in Force)	15 Years		Air Quality Monitoring (See E05); Complaints and Inquiries (See M04); By-Law Enforcement (See P01); Facilities Routine Water Use, Monitoring and Testing (See P21)	g008, g016, g089, g108, g110, g111
E16	Backflow Prevention and Cross Connection Control	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.	Planning and Building, Public Works	File Closed Date	15 Years			g008, g082, g089, g108, g110
E17	Energy Management	Includes all records relating to the Township'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 conservation and demand measures information and management of energy consumption and conservation at Township buildings and facilities.	Public Works	File Closed Date (End of Reporting Period to which Relates)	7 Years			Best Practice/Business Need

E18	Natural Heritage	Includes records regarding green lands, Township 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.	Planning and Building	File Closed Date (End of Plan or Designated Year)	3 Years		Natural Resources Planning (See D05); Tree Maintenance (See E04); Archaeological and Heritage Site Investigation Reports (See R01); Conservation District Plans (See R01)	g057, g072, g089
E19	Renewable Energy	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 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.	Public Works	File Closed Date (Created, Approved or Facility No Longer in Force)	15 Years			g060
E20	Source Water Protection	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 compliance orders or the acceptance of an assessment. Also includes modelling 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	Public Works	File Closed Date (Created, Approve or Plan No Longer in Force)	15 Years		Risk Management Plans and/or Assessments (See D03); Nutrient Management (See E11); Soil Contamination (See E23); Contracts and Agreements - Simple (Not Under Seal) (See L14); Prohibition Notices and Orders (See P20)	Best Practice/Business Need, g016, g060
E21	Ministry of The Environment (MOE) Environmental Compliance Approvals	Includes Environmental Compliances issued by MOE to the Township for drinking water systems, Township & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	Public Works	File Closed (Cease to Apply)	3 Years			g038, g089, g115, g144
E22	Private/Small Water Systems	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.	Planning and Building	File Closed Date	15 Years; Maintenance = As Long As Equipment is in Use			g108, g115, g116
E23	Land Quality Monitoring	Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.	Planning and Building	File Closed Date	7 Years		Air Quality Monitoring (See E05); Water Equality (See E13 and E15); Natural Heritage (See E18); Complaints and Inquiries (See M04); By-Law Enforcement (See P01)	g082, g156
E24	Gasoline Storage and Dispensing	Includes gasoline storage tank and Township 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).	Public Works	File Closed Date	7 Years; Tank Install, Inspection = System Removed + 5 Years		Major Spills (E23); Underground Storage Abandonment Record (See L07)	g045, g140, g141, g147, g158
E24	Gasoline Storage and Dispensing (Cont'd)	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).	Public Works		7 Years; Tank Install, Inspection = System Removed + 5 Years		Major Spills (E23); Underground Storage Abandonment Record (See L07)	g045, g140, g141, g147, g158

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: FINANCE AND ACCOUNTING								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
F01	Accounts Payable	Includes records documenting funds payable by the Township, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.	Finance	Fiscal Year End Date (For welfare & child care payments E = provincial government year end)	7 Years		Cancelled Cheques (See F07); Employee and Council Expenses (See F09)	g005, g006, g007, g032, g034, g051, g053, g055, g062, g086, g096
F02	Accounts Receivable	Includes records documenting funds owing to the Township, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.	Finance	Fiscal Year End Date	7 Years		Tax Assessments, Rolls and Tax Arrears (See F22); Write-offs (See F23)	g006, g007, g032, g034, g053, g055, g062
F03	Audits	Includes records regarding internal and external financial audits of accounts.	Finance	File Closed Date	6 Years		Operational Audits (See Relevant Subject); Audited Financial Statements (See F10)	g032, g069
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	Finance	Fiscal Year End Date	7 Years	Financial Institution	Banking Statements (See F07)	g007, g026, g053, g062
F05	Budgets and Estimates	Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	All Depts., Finance	Fiscal Year End Date	6 Years **			Best Practice/Business Need
F06	Assets	Includes records regarding C and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.	Finance	File Closed Date (Asset Disposal Date)	10 Years **	Asset	Land Acquisition and Sale (See L07)	g006, g007
F07	Cheques	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.	Finance	Fiscal Year End Date	6 Years		Banking (See F04)	g006, g007, g034, g086
F08	Debentures and Bonds	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.	Finance	File Closed Date (Debentures Surrendered for Exchange/Cancellation)	6 Years		Debenture Registers (See Subsidiary Ledgers, Registers and Journals, F14)	g007
F09	Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.	Finance	Fiscal Year End Date	7 Years	Responsible Department, Employee Name	Honoraria and Fees to Council (See F16); Attendance (See H01)	g006, g007
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.	Finance	Fiscal Year End Date	P		All Working Notes, Calculations, and Background Documentation (See F26)	g069
F11	Grants and Loans	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	All Depts., Finance	File Closed Date (Loan Repayment Date)	6 Years			g006, g007
F12	Investments	Includes records regarding the Township's investments, term deposits, and promissory notes.	Finance	File Closed Date (Account Closure Date)	6 Years	Investment Type, Financial Institution		g006
F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	Fiscal Year End Date	6 Years			g006, g007, g032, g034, g055
F14	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Finance	Fiscal Year End Date	7 Years **		Documents and Vouchers Used to Support Entries (See Relevant Subject)	g001, g005, g006, g007, g026, g032, g034, g053, g055, g086
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry.	Finance	Fiscal Year End Date	P			g001, g006, g007, g032, g034, g055, g131
F16	Payroll	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 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.	Finance	File Closed Date; Unsuccessful Bids = 1 Year from Contract Reward	6 Years	Employee Name	Payroll Registers - Subsidiary Ledgers, Registers and Journals (See F14); Non-Payroll Related Government and Statistical Reporting (See F27)	g001, g005, g007, g019, g032, g034
F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Finance	Fiscal Year End Date	7 Years	Vendor Name	Quotations and Tenders (See F18)	g006, g007, g032, g053, g062
F18	Quotations and Tenders	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.	Finance	Fiscal Year End Date	7 Years **		Successful Quotations and Tenders (See L04)	g006, g007, g032, g053, g062
F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the Township.	All Depts., Finance	Fiscal Year End Date	7 Years			g006, g007, g032, g097
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	Fiscal Year End Date	6 Years			g069
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.	Finance	Fiscal Year End Date	7 Years; Records Related to Mortgages = 10 Years		Accounts Receivable (See F02); Tax Rolls (See F22)	g026, g032, g053, g062, g095
F22	Tax Rolls and Records	Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	Finance	Fiscal Year End Date	P; Tax Rolls = When No Longer Required For Planning Purposes		Accounts Receivable, Mortgage Companies, and Correspondence Related to Tax Issues that are Not of a Long-Term Importance (See F02)	g007, g068, g095 (20-Year Limitation), g161, Best Practice/Business Need (P)
F23	Write-Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Finance	Fiscal Year End Date	6 Years; Court Services Write-Offs – 37 Years		Accounts Receivable (See F02)	g006, g007, g027
F24	Trust Funds	Includes records regarding funds established by the Township 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.	Finance	Fiscal Year End Date (Or Last Date of Residence)	7 Years; Long-Term Care Trust Accounts for Residents, Statements, Accounts = P			g047, g051, g062, g097
F25	Security Deposits	Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Finance	File Closed Date (Account Closure Date)	6 Years			g006, g007
F26	Working Papers – Financial	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.	Finance	File Closed Date (Completion of Audit)	1 Year		Financial Statements (See F10)	Best Practice/Business Need
F27	Regulatory Reporting - Financial	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.	Finance	Fiscal Year End Date	6 Years		Performance Management and Quality Assurance (See A25)	Best Practice/Business Need



Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: HUMAN RESOURCES								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
H01	Attendance and Scheduling	Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of 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.	All Depts., Clerks, Finance	File Closed Date	3 Years; Driver's Daily Logs = 6 Months; Public Vehicle and Trip Reports = 1 Year	Employee Name, Responsible Department	Individual Time Sheets, Vacation Time and Pay (See F16)	g035, g050, g151
H02	Benefits Program	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.	Clerks	File Closed Date	Dispose **	Benefit Program Type (group insurance, dental plan, Canada savings bond)	Payroll (See F16); Individual Pension and Benefit Records (See H10)	Best Practice/Business Need
H03	Employee Records	Includes records regarding the employment history of Township 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.	Clerks	File Closed Date (Employee Departure Date)	Date Employee Ceased to be Employed + 5 Years; Drinking Water System Training Record = 5 Years; Confined Space Training = Cease to Perform Work + 5 Years; Salt Program Training = 7 Years; Long-Term Care Home Staff = P; Firefighter Employment Terms = 25 Years	Employee Name, Department	Health and Safety Training (See H04); Grievances (See H14); Harassment (See H15)	g035, g045, g065, g103, g139, g148
H04	Health and Safety	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.	Clerks, Fire, Public Works	File Closed Date	3 Years; Accident Reports for Construction Projects = 1 Year After Project Completion	Date of Incident	Lost-Time Reports and Claims (See H13); Accidents of the Public (See P05)	g045, g059, g076, g078, g123, g125
H05	Human Resource Planning	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.	Clerks	S Date	Day Last Used + 1 Year; Human Rights Special Program Designation = 5 Years	Year, Approval Date	Employee Records (See H03)	g054
H06	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	All Depts., Clerks	S Date	Dispose **	Salary Classification, Approval Date		Best Practice/Business Need
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Clerks	File Closed Date (Contract End Date)	10 Years **		Collective Agreement (See L04)	g013
H08	Organization Design	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Clerks	S Date	Dispose **	Department	Job Descriptions (See H06)	Best Practice/Business Need
H09	Salary Planning	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.	Clerks	S Date	5 Years	Year, Approval Date	Employee Records (See H03)	Best Practice/Business Need
H10	Pension and Benefits Records	Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of C and retired personnel, including registration/enrolment and records.	Clerks	File Closed Date (Employee Departure Date)	6 Years	Employee Name, Department	Payments Made to OMERS (See F01); Deductions for Pensions (See F16); General Information on Pension Plans (See H02)	g001, g088
H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	All Depts., Clerks	File Closed Date	1 Year	Department, Date Posted	Successful Applications (See H03)	g071
H12	Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.	All Depts., Clerks	File Closed Date	Date When That Particular Course Ceases to be Offered + 2 Years; Salt Use Training Materials = 7 Years; Drinking Water Training Materials = 5 Years; Only Courses Developed and Presented by the Township are Subject to Archival Selection; Long-Term Care Training and Orientation = P	Department	Individual Employee Training Records (See H03)	g043, g045, g062, g139, g148
H13	Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report	Clerks	File Closed Date (Resolution Date)	3 Years; Hazardous Exposure Claims = 40 Years or 20 Years After Last Record of Exposure	Claim Type, Date of Incident	Non Lost-Time Incidents or Accidents, Self-insured STD (See H04)	g078, g125
H14	Grievances	Includes records dealing with grievance complaints filed against the Township such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.	Clerks	File Closed Date (Resolution Date)	10 Years	Received Date	Harassment & Violence (See H15)	g013, g054
H15	Harassment and Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the Township. It includes documents such as the initial complaint, investigation, reports and final resolution.	Clerks	File Closed Date (Resolution Date)	3 Years; Accident Reports for Construction Projects = 1 Year After Project Completion	Received Date	Grievances (See H14); Abuse Investigation Records Not Involving Staff (See P08)	g054, g059, Best Practice/Business Need
H16	Criminal Background Checks	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.	Clerks	File Closed Date (Employee Departure Date)	7 Years	Employee Name, Department		Best Practice/Business Need
H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Clerks	File Closed Date	40 Years or 20 Years After Last Record of Exposure	Date of Incident		g078, g079, g103
H18	Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	Clerks	File Closed Date (Resolution Date)	When STD/LTD Claims are Resolved + 3 Years	Employee Name, Department		g078, Best Practice/Business Need
H19	Disability Management	Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to P impairment under the Human Rights Code resulting in P accommodation.	Clerks	File Closed Date (Day Issued or Earlier as May Be Specified By Commission)	5 Years	Date of Incident		g010, g054
H20	Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exits.	Clerks	File Closed Date	1 Year or the Period Necessary to Ensure 2 Most Recent Records Retained		Health & Safety (See H03); Staff Training (See H12)	g075
H21	Employee Recognition	Includes all records and correspondence related to employee awards and honours granted by the Township. Includes: organized employee events such as staff barbecues, retirement celebrations, service awards, recognition parties, etc.	All Depts., Clerks	File Closed Date	5 Years	Employee Name, Department		Best Practice/Business Need
H22	Employee Certifications	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.	All Depts., Clerks	File Closed Date (Expiry Date)	2 Years	Employee Name, Department		g059, g077

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: JUSTICE								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
J01	Certificates of Offence (Part I)	Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.	Clerks; Public Works	File Closed Date (Completion Date)	2 Years	Date of Incident	Part 1 Accident and Careless Driving Matters (See J02)	g024, MOU
J02	Information Part III / Accident and Careless Driving Part I	Includes all Part 3 Information and Part 1 Information Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	Clerks; Public Works	File Closed Date (Completion Date)	6 Years	Date of Incident		g022, g023, MOU
J03	Control Lists / Justice Reports	Includes certificate control lists and reports from Township and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Clerks	S Date	4 Years			MOU
J04	Court Dockets	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.	Clerks	File Closed Date	3 Years; Statement of Defence (Not Set to Trial) - 5 Years	Docket Number		g025, g093, g150, MOU
J05	Transcripts & Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	All Depts., Clerks	File Closed Date	6 Years **			g029, g093, MOU
J06	Enforcements & Suspensions	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.	Clerks	File Closed Date	8 Years	Incident Number		MOU
J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Courts.	Clerks	File Closed Date	7 Years		Appeals & Hearings (Municipal) (See L01)	MOU
J08	Statistics/Payment Tracking	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 RICM cash payments and receipt reports, analysis, adjustments.	Clerks	File Closed Date	8 Years			MOU
J09	Disclosure	Includes information requested by individuals in preparation for court cases.	Clerks	File Closed Date	6 Years			MOU
J10	Certificates of Conviction (Part 2)	Includes Court and POA records including Part 2 - Certificates of Conviction.	Clerks	File Closed Date	6 Years			MOU

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: LEGAL AFFAIRS								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
L01	Appeals and Hearings	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 judgments. Also includes orders issued by regulatory bodies and boards.	Planning and Building	Resolution Date (After Resolution of Appeal)	P	Date of Incident	Litigation (See Claims) (See L02-L03); Harassment and Violence (See H15)	g059, g060, g068, g089, g090
L02	Claims Against the Township	Includes all litigation and insurance claims made by other parties against the Township.	Clerks	Resolution Date (After Resolution of Appeal)	2 Years; Ultimate Limitation - 15 Years	Received Date	Appeals and Hearings (See L01)	g047, g056, g059, g060, g089, g162
L03	Claims by The Township	Includes all litigation and insurance claims made against other parties by the Township.	Clerks	Resolution Date (After Resolution of Claim and All Appeals)	2 Years		Appeals and Hearings (See L01)	g056, g057, g072
L04	Contracts and Agreements - Under By-Law	Includes all agreements entered into by the Township 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.	All Depts., Clerks	Contract End Date	15 Years **	Vendor	Insurance Policies (See L06); Contracts Regarding Land (See L07); Office Equipment Maintenance Agreements (See L14); Line Fence Agreements (See P01)	g060, g068
L05	Insurance Appraisals	Includes appraisals of Township property for insurance purposes.	Clerks, Finance	File Closed Date (After a New Appraisal Has Been Done)	15 Years	Township Property		g060
L06	Insurance Policies	Includes Township insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Clerks, Finance	File Closed Date	Expiry of Policy + 15 Years	Policy Type	Employee Group Insurance (See H02); Insurance Claims (See L03); Third-Party Contracts (See L04)	g060
L07	Land Acquisition and Sale	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, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals.	Clerks, Finance	File Closed Date	Disposition + 10 Years; Renewable Energy Projects Agreements Terms May Not Be More Than 50 Years; Append Abandoned Petroleum Storage Tank To Deed		Tax Sales (See F22)	g041, g095, g133, g153
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the Township's legal counsel on specific issues and by-laws.	Clerks	File Closed Date	S**			Best Practice/Business Need
L09	Precedents	Includes records regarding judgments and decisions which may affect the Township's position in actual or potential legal matters.	Clerks	File Closed Date	S**			Best Practice/Business Need
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the Township.	All Depts.	S Date	S			Best Practice/Business Need
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the Township.	All Depts.	S Date	S			Best Practice/Business Need
L12	Vital Statistics	Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.	Clerks	Last Modified Date	P (May Be Captured in Provincial Registry?); Marriage Licenses - 2 Years		Population Statistics (See Demographic Studies) (See D01)	Best Practice/Business Need (P)
L13	Prosecutions	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Planning and Building	File Closed Date	Delivery of Judgement + 7 Years	Prosecution Date	Appeals and Hearings (See L01); By-Law Enforcement (See P01)	g059 (2-Year Limitation), g060 (15-Year Limitation), Best Practice/Business Need
L14	Contracts and Agreements - Simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, 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)	All Depts.	Contract End Date	Expiry of Contract + 2**; Long-Term Care Service Providers = Expiry + 7 Years	Vendor	Contracts and Agreements Under By-Law (See L04); Line Fences Agreements (See P01)	g041, g042, g053, g059, g062, g130

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	Clerks	File Closed Date	1 Year **		Elections (See C07); Recruitment (See H11); News Releases (See M06)	Best Practice/Business Need
M02	Ceremonies and Events	Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.	Clerks	E Date	5 Years **		Permit to Hold E (See P11)	Best Practice/Business Need
M03	Charitable Campaigns/Fund Raising	Includes records regarding the raising of funds and donations for the Township, for Township-run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.	Clerks	File Closed Date	1 Year		Receipts (See F19)	Best Practice/Business Need
M04	Complaints, Commendations and Inquiries	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the Township. Also includes concerns about services offered by the Township, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.	All Depts., Clerks	File Closed Date	5 Years **: Long-Term Care Complaints = P	Received Date	Freedom of Information Requests (See A17); Grievances or Harassment/Violence Complaints By or Against Employees (See H14 and/or H15); Employee Recognition (See H21)	g054,g121, g154, g160
M05	News Clippings	Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	All Depts., Clerks	File Closed Date	1 Year **	Year	Clippings Used as Reference Material (See Relevant Subject)	Best Practice/Business Need
M06	News Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special E programs.	All Depts., Clerks	File Closed Date	1 Year **	Year, Topic		Best Practice/Business Need
M07	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, c e's, 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 Township.	All Depts., Clerks	File Closed Date	S **: (S + 3 Years if Publication is Subject to Copyright or Trademark)	Published Date, Publication Type		g134
M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	All Depts., Clerks	File Closed Date	3 Years **		Media Coverage of Speeches/Presentations (See M05); News Releases (See M06)	Best Practice/Business Need
M09	Visual Identity and Insignia	Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Clerks	File Closed Date	S + 5 Years **			g134, g136
M10	Website and Social Media Content	Includes records of website content and copies of web pages created by the Township for general public use. Also includes information on social media sites such as Facebook & Twitter.	Clerks	File Closed Date	S + 2 Years	Social Media Type (Facebook, Instagram, Twitter), Date Posted, Year	Published Website Content (See M07)	g059
M11	Public Relations and Public Awareness	Incudes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Clerks	File Closed Date	5 Years **	Topic		Best Practice/Business Need
M12	Intellectual Property	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.	Clerks, Finance	File Closed Date	Copyright, Patent, or Trademark Expired or Last Use + 5 Years			g134, g135, g136



Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: PROTECTION AND ENFORCEMENT								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
P01	By-Law Enforcement	Includes records of Township 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.	Planning and Building	File Closed Date	6 Years **	Incident Number	Environmental Monitoring - Industrial/Commercial (See E05); Prosecutions (See L13); Health & Fire Inspections (See P07); Investigations (See P08); Lottery License Enforcement (See P09); Animal Control Enforcement (See P14)	g059, g089
P02	Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official.	Planning and Building	File Closed Date	5 Years **	Year		Best Practice/Business Need
P03	Emergency Planning and Response	Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Clerks	File Closed Date	S ** or Expiry of Plan + 5 Years if Canadian Environmental Protection Act Applies			g144
P04	Hazardous Materials	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	Clerks, Fire, Public Works	File Closed Date	5 Years		Manifests (See E07); Staff Safety Training (See H04); Personal Exposure (See H17)	g038, g076, g121, g140, g142, g143, g149
P05	Incident/Accident Reports	Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other Township properties.	All Depts., Clerks	File Closed Date	5 Years	Date of Incident	Security (See A18); Accidents of Township Staff (See H04); Compensation Claims and Vehicle Accidents (See L02 or L03); Township Child Care Centre Incidents (See S10); Private Child Care Centre Incidents (See S14); Long-Term Care Home Medication Incidents (See S18)	g011
P06	Building and Structural Inspections	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 a police force.	Planning and Building	Fiscal Year End Date or Calendar Year End Date	Inspections = 2 Years; Initial Fire System Test Report = Life of System	Inspection Date, Performed By	By-Law Enforcement (See P01)	g015, g045, g046, g072, g123
P07	Health and Fire Safety Inspections	Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties.	Fire, Planning and Building	File Closed Date	S, Minimum 1 Year		Internal Health & Safety Inspections (See H04); Routine Building and Structural Inspections (See P06)	g045
P08	Investigations	Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.	Clerks, Fire, Planning and Building	File Closed Date	10 Years **	Investigation Number or Incident Number	Harassment & Violence Staff Investigations (See H15); By-Law Enforcement (See P01)	g059, g089, Best Practice/Business Need
P09	Licences	Includes records regarding licences administered by or required by the Township, 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.	Clerks	File Closed Date	Expiry of License + 2 Years	Licence Type (Dog, Liquor, Business, etc.)	Marriage Licenses (See L12)	g017
P10	Building Permits	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-powered turbines.	Planning and Building	File Issued Date	P	Building Permit Number	All Other Permits (See P11)	g090
P11	Permits – Other	Includes applications and copies of permits issued by other government bodies within the Township as well as permits issued by the Township giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.	Clerks, Planning and Building, Public Works	File Issued Date	Expiry of Permit + 2 Years	Permit Number, Permit Type	Encroachment Permits (See D16); Building Permits (See P10); Burial Permits (See S09); Road Lane Opening/Closings (See T09)	g017
P12	Warrants	Includes all warrants issued for By-Law enforcement purposes.	Planning and Building	File Closed Date	Execution of Warrant + 2 Years; Court Services Search Warrants = 40 Years	Incident Number		g028, g059
P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity.	Clerks	File Closed Date	Occurrence/Investigation Closed or Disposition of Charge + 5 Years	Criminal Record Number	Staff Police Background Checks (See H16); Prosecutions (See L13); Investigations (See P08)	Best Practice/Business Need
P14	Animal Control	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.	Clerks, Planning and Building	File Closed Date	Date Animal Was Last In the Pound + 2 Years	Contact Person	Dog Licenses (See P09)	g012
P15	Community Protection Programs	Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	Clerks, Finance, Fire	File Closed Date	S + 2 Years **: Surveillance Video = 72 Hours Unless Requisitioned For Use; If requisitioned for use (MFIPPA or other investigation) = S + 2 Years	Community Protection Program Type		g071, Best Practice/Business Need
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services	Planning and Building	File Closed Date	S + 5 Years	Emergency Service Type		g011
P17	Fire Significant Incident and Impact Reports	Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to a Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Fire, Planning and Building	File Closed Date	S + 5 Years	Incident Number		g011
P18	Fire Accident Response Reports	Includes records relating to emergency services provided such as fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.	Fire, Planning and Building	File Closed Date	S + 5 Years	Report Type	Investigations (See P08)	g011
P19	Fire Statistics	Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency services, traffic and work-related issues	Fire, Planning and Building	File Closed Date	S + 2 Years			Best Practice/Business Need
P20	Prohibitions & Notices	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Planning and Building, Public Works	File Closed Date	15 Years			g016
P21	Facilities Routine Water Use, Monitoring and Testing	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 recreational camps, child care and long term care facilities.	Public Works	File Closed Date	Pools and Recreational Camps = 1 Year; Child Care Facility Plumbing Flush and Water Testing = 6 Years	Test Date, Location or Facility		g049, g109

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: RECREATION AND CULTURE								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
R01	Heritage Preservation	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 heritage conservation district studies and plans. May also include heritage registries.	Planning and Building	File Closed Date	End of Plan Year or Removal of Designation + 3 Years **	Date of Designation	Historical Designation By-Laws (See C01); Natural Heritage Preservation (See E18)	g081
R02	Library Services	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.	Library	File Closed Date	5 Years			g134
R03	Archival Services	Includes registers of holdings, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.	All Depts., Clerks, Library	File Closed Date	5 + 3 Years **		Records Centre Operations (See A10)	g134
R04	Parks Management	Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific Township parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.	Public Works	File Closed Date	Park Maintenance = 5 Years **; Playground Equipment Maintenance = 15 Years	Park Identification or Location	Building and Property Maintenance (See A20)	g060, Best Practice/Business Need
R06	Recreational Programming	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.	Public Works	File Closed Date	Program Development & Evaluation = 3 Years **; Program Registration = 1 Year; Attendance Fee Collection = 6 Years			Best Practice/Business Need, g071, g006

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
S02	Elderly and Supportive Assistance Services	Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as day programs, housing and transit subsidies. Includes general resources used in counselling seniors considering moving to a long-term care facility, Meals on Wheels program and adult day programs.	Public Works	File Closed Date	S (Review After 3 Years)		Long Term Care Facility Residents (See S03); Disability Support Clients (See S11); Long-Term Care Operations (See S18)	Best Practice/Business Need
S03	Long Term Care Facility Clients	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 reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.	N/A	File Closed Date	P	Client Name, Document Type	Serious Occurrences and Abuse Allegations Involving Township Staff (See H15); Serious Occurrence and Abuse Allegation Investigation Involving Program Participants - Non-Staff (See P04); General Program Information (See S02)	g061, g097
S04	Community and Social Assistance Services	Includes general program information regarding assistance programs and support available to residents and the homeless within the Township. 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.	Public Works	File Closed Date	S (Review After 3 Years)		Programs for the Elderly and Persons with Disabilities (See S02); Ontario Works Case Records (See S05); Social Housing Programs, Housing and Homelessness Research and Initiatives (See S12); Social and Health Care Planning and Management (See S18)	Best Practice/Business Need
S05	Ontario Works Clients	Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.	Clerks, Planning and Building, Public Works	File Closed Date	Date of Last Entry + 5 Years; Outstanding Overpayment Discharged as a Client + 15 Years; Note: Repayable	Client Name, Document Type	General Program Information (See S04)	g019, g084, g085
S06	Medical Case Clients	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.	Clerks	Fiscal Year End Date or Calendar Year End Date		Client Name, Document Type		g060, College of Physicians and Surgeons of Ontario Recommendation
S07	Children's Services	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.	Public Works	File Closed Date	S (Review After 3 Years)		Day Care and Day Nursery Programs (See S01); Medical Client Case Records (See S06)	Best Practice/Business Need
S09	Cemetery Interment	Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for Township cemeteries and abandoned cemeteries.	Public Works	File Closed Date	p ** Transfer to Archives if No Longer Managed; Burial Permits = 2 Years	Cemetery Location, Plot Number	Building and Property Maintenance (See A20); Promotion Materials (See M07); Price Lists and Cemetery Operation (See S20)	g048, g101
S11	Disabilities Support Clients	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.	Public Works	File Issued Date	No Longer Receiving Support + 7 Years	Client Name, Document Type	Serious Occurrences and Abuse Allegations Involving Township Staff (See H15); Serious Occurrence and Abuse Allegation Investigation Involving Program Participants - Non-Staff (See P08); Children's Program Information (See S07)	g155
S12	Housing Services	Includes records and correspondence related to housing programs such as Township-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 Township such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.	Planning and Building	File Closed Date	10 Years		Resources Used to Assist Potential Tenants (See S04)	g052, g163
S13	Housing Tenant Clients	Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.	Planning and Building	File Closed Date	No Longer Resides + 5 Years	Client Name, Document Type	Serious Occurrences and Abuse Allegations Involving Township Staff (See H15); Serious Occurrence and Abuse Allegation Investigation Involving Program Participants - Non-Staff (See P04)	g053, g163
S14	Home Child Care Program Administration	Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.	Clerks	File Closed Date	3 Years			g125
S15	Home Child Care Program Clients	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.	Clerks	File Closed Date	Last Participated Date + 3 Years	Client Name, Document Type	Day Care and Day Nursery Clients (See S10)	g126
S16	Social and Health Care Planning and Management	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.	Clerks	File Closed Date	7 Years			Best Practice/Business Need
S17	Client Care Coordination	Includes records regarding individual clients and their care coordination planning.	N/A	File Closed Date	No Longer Receiving Support + 10 Years	Client Name, Document Type	Public Health Medical Client Information (See S06)	g019, g053, g084, g085, g126, g155
S18	Long Term Care Operations	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.	N/A	File Closed Date	P		Complaints (See M04); Serious Occurrence and Abuse Allegations Investigation (See P04); Food Preparation and Service Monitoring (See S19)	g003, g064, g163
S19	Food Preparation & Service	Includes records relating to food production for residents of Township-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, client responses to food quality and private lab inspection reports.	N/A	File Closed Date	1 Year			g063
S20	Cemetery Operations	Includes records relating to the business operation of a Township cemetery including price lists and removed markers records.	Public Works	File Closed Date	Contract Fulfilled or No Longer Applies + 6 Years		Burial Permits, Interment Records, etc. (See S09)	g047

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: TRANSPORTATION SERVICES								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
T01	Illumination	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.	Public Works	File Closed Date	Removal of the Equipment = 6 Years; Specifications = P			Best Practice/Business Need
T02	Parking	Includes records and studies regarding Township parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Planning and Building, Public Works	File Closed Date	Closure of Lot or Space + 6 Years			Best Practice/Business Need
T03	Public Transit Operations	Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination.	Clerks, Public Works	File Closed Date	Closure of Route/Shelter/Stop + 1 Year **, 2 Year Minimum		Driver Scheduling (See H01); Accessible Transportation Application and Approval (See S11)	Best Practice/Business Need, g094
T04	Road Construction	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, etc.	Public Works	File Closed Date	Project Finished + 1 Year **; Specifications = P	Road, Project Number, Project Manager	As-Built's (See A25); Design and Planning (See T05); Routine Maintenance and Minor Improvements to Road Systems (See Road Maintenance) (See T06)	g073
T05	Road Design and Planning	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.	Planning and Building, Public Works	File Closed Date	Project Finished + 1 Year **; Specifications = P	Road, Project Number, Project Manager		g073
T06	Road Maintenance and Salt Usage	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.	Public Works	File Closed Date	Project Finished + 1 Year; Salt Plans, Usage, Training, and Reports = 7 Years; Specifications = P	Road, Project Number, Project Manager	Non-Salt Usage Training Records (See H03)	g073, g139
T07	Signs and Signals	Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.	Public Works	File Closed Date	Removal of Sign/Signal + 1 Year		Visual Identity Program (See M09); Sign Permits (See P11)	g073
T08	Traffic	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.	Planning and Building, Public Works	File Closed Date	Project Finished + 1 Year **; Temporary Road Closures = 2 Years		Permits for Temporary Closure (See P11)	Best Practice/Business Need
T09	Roads and Lanes Openings/Closures	Includes records on roads and lanes closed on a P 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.	Planning and Building, Public Works	File Closed Date	Project Finished + 1 Year **	Road	Road Closing By-Laws (See C01); Land Sales (See L07); Temporary Road Closures (See T08)	Best Practice/Business Need
T10	Field Survey/Road Survey Books	Includes engineering field survey notes as well as books.	Public Works	File Closed Date	Project Finished + 1 Year			Best Practice/Business Need
T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Public Works	File Closed Date	Project Finished + 1 Year; Specifications = P	Location or ID		g073

Schedule "A"								
Records Retention and Locations								
PRIMARY HEADING: VEHICLES AND EQUIPMENT								
Class Code	Secondary Heading	Description	Dept.	Retention Trigger	Total Retention	Metadata Suggestion(s)	Exclusions	Retention Justification/Citations
V01	Fleet Management	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 Township. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.	Fire, Public Works	File Closed Date	Termination of Lease + 2 Years; Public Vehicle Trip Records - 1 Year; Daily Inspection Logs - 2 Years or 6 Months After Vehicle Ceases to be Operated	Vehicle ID Number, Document Type	Accident Claims (See L02 and L03); Insurance Policies (See L06); Leases/Contracts (See L14)	g050, g074, g094, g130
V02	Mobile Equipment	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.	Fire, Public Works	File Closed Date	Disposal of Equipment +1 Year	Equipment ID		g074, Best Practice/Business Need
V03	Transportable Equipment	Includes operating manuals and records regarding transportable equipment used by the Township. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Fire, Public Works	File Closed Date	Disposal of Equipment +1 Year	Equipment ID		g074, Best Practice/Business Need
V04	Protective Equipment	Includes operating manuals and records regarding protective equipment used by the Township. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.	Fire, Public Works	File Closed Date	Disposal of Equipment +1 Year	Equipment ID	Uniforms and Clothing (See A14)	g074, g075, Best Practice/Business Need
V05	Ancillary Equipment	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, licences and history records. Includes setup tests and manuals.	Fire, Public Works	File Closed Date	Disposal of Equipment +1 Year	Equipment ID	Mechanical and Operational Systems Integral to Building Structure (See A26); Private/Small Water Systems (See E22); Gasoline Storage Tanks (See E24)	g074, g157

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 90-94

**A BY-LAW TO PROVIDE PERIODS OF RETENTION  
FOR AND TO PROVIDE FOR THE DESTRUCTION OF  
RECEIPTS, VOUCHERS, INSTRUMENTS, ROLLS AND  
OTHER DOCUMENTS, RECORDS AND PAPERS.**

**WHEREAS** Section 116 of the Municipal Act provides for the establishment of Schedules of retention periods during which the receipts, vouchers, instruments, rolls and other documents, records and papers must be kept by the municipality or local board;

**AND WHEREAS** the Municipal Act, Section 116 states that a municipality or a local board thereof, as defined in the Municipal Affairs Act, except a school board, shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except,

- (a) after having obtained the approval of the Ministry; or,
- (b) in accordance with a by-law passed by the municipality and 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 or local board,

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN** hereby enacts as follows:

1. THAT all receipts, vouchers, instruments, rolls and other documents, records, and papers shall be retained in reasonably safe and secure locations for periods according to the Schedule of Retention and Destruction of Records appended hereto;
2. AND THAT any or all receipts, vouchers, instruments, rolls and other documents, records and papers may be destroyed after expiry of the retention period described in the Schedule of Retention and Destruction of Records appended hereto;
3. AND THAT the retention of any or all receipts, vouchers, instruments, rolls and other documents, records and papers may be by means of photographing onto approved archival quality microfilm, after which the original documents may be destroyed.
4. AND THAT this by-law is to be construed as permissive and not mandatory.

In the event of any conflict between this by-law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario or other government or agency having jurisdiction and without limiting the generality of the foregoing to include the Income Tax Act, the Employment Standards Act, R.S.O. 1980, and the Municipal Elections Act, R.S.O. 1980, such statute or regulation shall prevail. If changes in the act or other factors cause the retention of any documents or records beyond the period stipulated in this by-law to be required or to be expedient, then such documents or records shall be retained according to such requirements or according to their importance or significance.

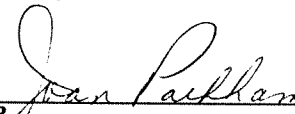
AND THAT this by-law shall come into force, take effect and be passed on the third and final reading hereof, subject to the approval of the Municipal Audit Firm.


BY-LAW READ A FIRST TIME THIS 17th DAY OF DECEMBER, 1990.

  
MAYOR

  
CLERK

BY-LAW READ A SECOND AND THIRD TIME AND PASSED THIS 17th DAY OF DECEMBER, 1990.

  
MAYOR

  
CLERK

## SCHEDULE "A"

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GENERAL ADMINISTRATION:

(Property Files

MINIMUM RETENTION PERIOD:Until property sold or  
demolished or otherwise  
disposed of.

General Correspondence

6 plus current

Annual Insurance Review

6 plus current

All Insurance Claims

6 plus current

Special Project File - Federal & Provincial  
Government - Make Work Projects

6 plus current

Ontario Home Renewal Program Agreements

May not be destroyed

PARKS & RECREATION DEPARTMENT:

Grant Administration Files

May not be destroyed

REASURY:MINIMUM RETENTION PERIODTAX RECORDS:

Assessment &amp; Tax Rolls

May not be destroyed

All documents pertaining to Assessment Appeals

20 plus current

All written Decisions by Court of Revision,  
County Judge and the Ontario Municipal Board  
concerning Assessments

20 plus current

Tax Registration Files (After sale or  
redemption)

15 plus current

Copies of Tax Arrears Certificates

4 plus current

Tax Accounts Receivable Cards & Collector's  
Rolls7 years after all taxes  
for any particular year  
have been paid

General Correspondence including:

requests to change name &amp; address (taxes)

6 plus current

requests for general information (taxes, etc.)

6 plus current

requests for tax arrears certificates

6 plus current

remittance advice - mortgage companies

6 plus current

solicitors miscellaneous

6 plus current

CASH & BANK RECORDS:Daily Cash Register Tapes, Summaries & Copies  
of Miscellaneous Receipts

10 plus current

Cancelled Cheques, Bank Statements, Bank Debit &  
Credit Notices, Returned Items & Bank  
Reconciliations & Deposit Slips

10 plus current

GENERAL ACCOUNTING:

Auditors Reports

May not be destroyed

Books of Original Entry including Journals,  
Ledgers & Other

May not be destroyed

Redeemed Debenture & Interest Coupons &  
Records (After entire issue is redeemed)

6 plus current

Annual Capital & Current Budget as adopted  
by Council including Treasurer's working papers

6 plus current



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SCHEDULE "A"

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TREASURY: (cont'd)

MINIMUM RETENTION PERIOD

Paid Invoices, Vouchers, Cheque Copies and  
Purchase Order Copies - All Funds

6 plus current

Accounts Receivable Invoices

6 plus current

Accounting Working Papers - Prepared by Staff

6 plus current

PAYROLL RECORDS:

Employee Information, such as Earning Records,  
etc. (May be microfilmed after 6 years then  
destroyed) (Prior approval for destruction  
required from Ministry of Revenue)

10 plus current unless  
employee still employed

Employee & Machine Time Daily Time Sheets

6 plus current

Bi-Weekly Payroll Summaries

6 plus current

LICENCING & PARKING:

Unsold Dog Tags & Dog Licenses & Registers

6 plus current

Copies - Hunting Licenses & Unsold Licenses

6 plus current

Parking Violation Tags

6 plus current

Dog Violation Tags

6 plus current

WATERWORKS RECORDS:

Water Billings

6 plus current

Correspondence (Meter Readings & Lawyer Letters)

6 plus current

Water Accounts Receivable Listings

6 plus current

FIRE DEPARTMENT:

MINIMUM RETENTION PERIOD

General Correspondence

6 plus current

Personnel Records

10 plus current unless  
employee still employed

Fire Prevention Inspections

May not be destroyed

Fire Marshall - Miscellaneous

10 plus current

Fire Reports

10 plus current

Station Log Books

6 plus current

Purchase Requisitions & Orders

6 plus current

Departmental Accounts, Budgets & Supporting  
Documents

6 plus current

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Page 3

CLERK'S DEPARTMENT:

MINIMUM RETENTION PERIOD

Minutes of Meetings of Council and of Standing and Special Committees of Council	May not be destroyed
Original By-Laws	May not be destroyed
Deeds & Other Documents under Municipal Seal including copies of Cemetery Deeds	May not be destroyed (may be microfilmed after 4 years)
Agreements, Leases, Contracts	May not be destroyed
Municipal Drainage Files including Correspondence and Reports	May not be destroyed
Writs, Statements of Claims & Notices of Claim against the Township of West Lincoln and Correspondence pertaining thereto.	25 plus current
Tile Drainage Files, applications & Correspondence	15 plus current
Shoreline files, applications and correspondence	15 plus current
Communications to Council	7 plus current
General Correspondence regarding Personnel	6 plus current
Notice by the Township of intended Application to the Ontario Municipal Board	7 plus current
Oaths of Office	6 plus current
Application for Municipal Licenses	4 plus current
General Correspondence including Miscellaneous Requests and Invitations to Council and Interdepartmental Correspondence	6 plus current
Resolutions	May not be destroyed
Council & Committee Agendas	6 plus current
Area Municipality By-Laws other than Zoning or Traffic	1 plus current
Minutes of Committee of Adjustment	May not be destroyed
Application for Employment	2 plus current
Elections	As per Election's Act
Local Improvement Notices, Appeals & Decisions	7 plus current
Destroyed Document Record	May not be destroyed

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SCHEDULE "A"  
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BUILDING DEPARTMENT:

MINIMUM RETENTION PERIOD

Building Permit Applications & Copies of Permits	6 plus current
Building Plans (other than single family dwellings and accessory buildings)	6 plus current
Building & Plumbing Inspection Reports	6 plus current
Building Plans (single Family dwellings & accessory buildings)	4 plus current
General Correspondence, including inter-departmental correspondence	6 plus current
By-Law Enforcement Infractions Files	5 plus current
Zoning By-Law Compliance Correspondence	5 plus current
Construction Inspector's Reports	10 plus current
Committee of Adjustment Notices of Application for Minor Variance unless Appealed to the Ontario Municipal Board	May not be destroyed
Ontario Home Renewal Program Inspection Files	10 plus current

LANNING DEPARTMENT:

Approved Official Plans & Official Plan Amendments & Applications	May not be destroyed
Zoning By-Law Amendment Application files	May not be destroyed
Ontario Municipal Board Orders regarding Land Division or Committee of Adjustment Applications	May not be destroyed
Notices by Area Municipalities of intended Application to the Ontario Municipal Board relating to Zoning By-Laws or Amendments	10 plus current
Subdivision Files	May not be destroyed
Comments on Land Division & Committee of Adjustment Applications (including back-up correspondence prior to consideration by the Committee)	May not be destroyed
Land Division Application Files	May not be destroyed
Site Plans and Site Plan Control Agreements	May not be destroyed
Heritage Property Designation Files	May not be destroyed

SCHEDULE "A"  
Page 5

PUBLIC WORKS DEPARTMENT:

MINIMUM RETENTION PERIOD

ROADS DEPARTMENT:

Roads & Structures Maintenance Files

Until roads or structures  
are reconstructed or  
demolished

Design & Construction Files, Plans or  
Drawings

Until roads or structures are  
reconstructed or demolished

Railway Crossing Protection or grade  
Files

Until unit or grade replaced  
or altered

General Correspondence

- (1) General Public Works
- (2) General File
- (3) Traffic File
- (4) Traffic Streets File
- (5) General Streets File

6 plus current  
6 plus current  
6 plus current  
6 plus current  
6 plus current

Project Files

15 plus current

Contract Files

13 plus current

Traffic Accident Reports

6 plus current

Traffic Field Data

6 plus current

Weed Control Correspondence & Reports

6 plus current

Tenders for Equipment - Successful

10 plus current

Tenders of Equipment - Other

2 plus current

WATER & SEWER:

Utility Installations Permits

15 plus current

Water Accounts Receivable Cards, Meter Books  
and Meter Cards

7 years after water  
charges have been paid

OTHER GENERAL DOCUMENTS

All other documents, records, files and papers not specifically covered  
elsewhere in the retention by-law be retained for 6 years plus current year.