



Committee of the Whole

Date: Tuesday February 18, 2020

Time: 6:00 PM

Location: Council Chambers, 3rd Floor East
Victoria Hall Municipal Building
55 King Street West
Cobourg, Ontario

AGENDA

Inquiries & Accommodations

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending, please contact the Legislative Services Office, at 905-372-4301, or by email at clerk@cobourg.ca.

Alternate Format

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Live Streaming Video

Live streaming video of Municipal Council meetings is available on the town's YouTube channel at which can be accessed on the Town of Cobourg Municipal website www.cobourg.ca.

Public Participation

Members of the public are encouraged to provide Council with their comments and questions. Delegations must be pre-arranged with the Municipal Clerk before the agenda is released on the prescribed [Delegation Request Form](#) no later than 1:00 P.M. on the Friday preceding the Council or Committee Meeting. Additionally, Members of the Public who wish to address Council to make informal inquiries or to comment on matters of municipal business may address Council during the Open Forum at the end of each Committee of the Whole Meeting.

All personal information related to Municipal Council Business is collected under the Municipal Act, 2001. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable the Town to make its decision on the matter. This information will become part of the public record. Copies of Agendas, Minutes, Reports, By-laws and Resolutions are available at: cobourg.civicweb.net.



THE CORPORATION OF THE TOWN OF COBOURG

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 18, 2020 at 6:00 P.M

Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Tuesday, February 18, 2020 at 6:00 p.m. in Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

1. 1. Memo from the Senior Planner - Development, regarding a Subdivision Agreement - Development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg;
2. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – 1111 Elgin Street West, Cobourg;
3. Memo from the Senior Planner - Development, regarding and Application for Site Plan Approval – 415 King Street West, Cobourg;
4. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – SE Corner of New Amherst Blvd. & Charles Wilson Parkway, Cobourg;
5. Memo from the Senior Planner - Development, regarding, Detailed Plans for Draft Plan of Subdivision Clearance: 425 & 425A King Street West, Cobourg;
6. Memo from the Senior Planner - Development, regarding Detailed Plans for Draft Plan of Subdivision Clearance: Lands Generally North of D'Arcy Street and Nickerson Drive, Cobourg; and
7. Delegation, Ken Strauss, Cobourg Taxpayers Association, regarding additional comments on the LUSI proposal to borrow \$2.3M and response to the January 8, 2020 Letter to Council from LUSI.

Action Recommended: THAT the additional agenda items be added to the Agenda for consideration.

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Melissa Graham, Small Business Facilitator and TJ Flynn, Investment Attraction Specialist - County of Northumberland/Town of Cobourg, regarding the Economic Development Update. 8 - 18

2. Presentation of the 2019 Town of Cobourg Heritage Conservation Awards in recognition of their porch restoration projects:
 1. 465 George Street;
 2. 216 Church Street; and
 3. Keith Colterman.
3. Presentation, Cantastic 4 - Gord Ley, Brad West, Gord Treasure and Stephan Allan, regarding the RAM (Race Across America). 19 - 35

V DELEGATIONS

1. Ken Strauss, Cobourg Taxpayers Association, regarding additional comments on the LUSI proposal to borrow \$2.3M and response to the January 8, 2020 Letter to Council from LUSI. 36 - 40

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Records Management Program and Policy and the Town of Cobourg Corporate Records Retention By-law and Schedules. 41 - 236

Action Recommended: THAT Council receive the Memo from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to approve and establish a Records Retention By-law and associated schedules for the classification, retention and destruction of records for the Town of Cobourg; and

FURTHER THAT Council authorize the Delegation of Authority to the Municipal Clerk for establishing and amending Retention Periods for the records of the Corporation of the Town of Cobourg; and

FURTHER THAT Council endorse and adopt the Town of Cobourg Records Management Program Policy, to establish the framework for the creation, implementation and maintenance of the Town of Cobourg's Record Management Program to ensure that full and accurate records are created, captured, maintained and disposed of in accordance with legislative and operational requirements.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-001 submitted by James Newsome on behalf of Baxter Properties – 2692591 Ontario Ltd for the proposed, work of Option 1 -cast-in-place concrete “sandstone” facade 237 - 255

improvement/reconstruction for the property known municipally as 5 King Street West, Cobourg.

Action Recommended: THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-001 to permit Option 1 -cast-in-place concrete “sandstone” facade improvement/reconstruction for the property known municipally as 5 King Street West, Cobourg, subject to finalization of details with planning staff.

2. Memo from the Senior Planner - Development, regarding a Subdivision Agreement - Development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg. 256 - 263

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Subdivision Agreement with Jana Ewart and Lakefront Utility Services Inc. for the development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg, subject to the finalization of details by municipal staff and applicable agencies

3. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – 1111 Elgin Street West, Cobourg - Aly Premji, Trinity Development Group/ Northumberland Shopping Centre Inc. 264 - 268

Action Recommended: THAT Council receive the Application for Site Plan Approval for 111 Elgin Street West, Cobourg, and refer the Application to the Planning Department for a report.

4. Memo from the Senior Planner - Development, regarding and Application for Site Plan Approval – 415 King Street West, Cobourg, Scott Glover for AMR Investments Inc. & Glover & Co Inc. 269 - 273

Action Recommended: THAT Council receive the Application for Site Plan Approval for 415 King Street West, Cobourg, and refer the Application to the Planning Department for a report.

5. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – SE Corner of New Amherst Blvd. & Charles Wilson Parkway, Cobourg, James Fryett Architect Inc. (James Fryett & Shah Amiri) / New Amherst Ltd. 274 - 278

Action Recommended: THAT Council receive the Application for Site Plan Approval for the South East Corner of New Amherst Blvd. & Charles Wilson Parkway, Cobourg, and refer the Application to the Planning Department for a report.

6. Memo from the Senior Planner - Development, regarding, Detailed Plans for Draft Plan of Subdivision Clearance: 425 & 425A King Street West, Cobourg Mason Homes Limited. 279 - 284

Action Recommended: THAT Council receive the Detailed Plans for Draft Plan of Subdivision Clearance for 425 & 425A King Street West, Cobourg, and refer the Application to the Planning Department for a report.

7. Memo from the Senior Planner - Development, regarding Detailed Plans for Draft Plan of Subdivision Clearance: Lands Generally North of D'Arcy Street and Nickerson Drive, Cobourg, D.M. Wills Associates Limited / Leblanc Enterprises. 285 -
290

Action Recommended: THAT Council receive the Detailed Plans for Draft Plan of Subdivision Clearance for Lands Generally North of D'Arcy Street and Nickerson Drive, Cobourg, and refer the Application to the Planning Department for a report.

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Director of Public Works regarding the Award of the Kerr Street and Midtown Creek Flood Reduction Pond Tender. (CO-19-28 DPW) 291 -
293

Action Recommended: THAT Council award the Kerr Street and Midtown Creek Flood Reduction Tender to Behan Construction Limited in the amount of \$6,563,720.91 including non-refundable taxes.

2. Memo from the Director of Public Works, regarding a By-law to authorize the repeal By-Law 095-2019 regarding the execution of an agreement with BTS Network Inc. to operate extended Accessible Transit Service. 294 -
295

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Municipal Clerk to prepare a By-law to repeal By-law 095-2019 being a by-law that authorized the execution an agreement with BTS Network Inc. to operate extended accessible transit service in the Town of Cobourg.

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

XII ARTS, CULTURE AND TOURISM SERVICES

Chair, Councillor Bureau - Arts, Culture and Tourism Services Coordinator

1. Councillor Bureau, Proposed Memorandum of Understanding (MOU) between the Town of Cobourg and the Cobourg Public Library. (Notice of Motion).

Action Recommended: WHEREAS a lack of clearly defined roles and responsibilities between the Cobourg Public Library Board and the Town of Cobourg negatively affects budget requests, deliberations and approvals for the Cobourg Public Library; and

WHEREAS a Memorandum of Understanding (MOU) would provide clear direction on roles and responsibilities between the Cobourg Public Library Board and the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council instruct Staff to draft a Memorandum of Understanding (MOU) to clearly define the roles and responsibilities, and relationship between the Town of Cobourg and the Cobourg Public Library Board; and

FURTHER THAT the Council Coordinator of Arts, Culture and Tourism, Interim CAO, Municipal Clerk and the CAO and Chair of the Cobourg Public Library Board be present during discussions between the Town of Cobourg and the Cobourg Public Library Board when drafting the terms of the MOU; and

FURTHER THAT the MOU be finalized by June 1, 2020, and brought to the Cobourg Public Library Board for approval prior to the MOU being presented to Council for final approval.

2. Memo from the Secretary of the Sustainability and Climate Change Advisory Committee (SCCAC), regarding a recommendation that the Sustainability Advisory Committee be permitted to review various Special Projects to provide comments and considerations to Municipal Staff for consideration. 296 - 297

Action Recommended: THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee (SCCAC) and provide direction to Staff to allow for the Sustainability and Climate Change Advisory Committee to provide comment on the final draft of the Special Projects listed within SCCAC Motion.

3. Memo from the Secretary of the Downtown Business Improvement Area Board of Management, regarding the motion passed on January 13, 2020 to Fill a Board of Management Vacancy. 298

Action Recommended: THAT Council endorse the motion from the Downtown Business Improvement Area Board of Management, and confirm the appointment of Erica Cotton as a new Member of the Downtown Business Improvement Area Board of Management (DBIA).

XIII UNFINISHED BUSINESS

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council. - Council Procedural By-law No. 009-2019.

1.	Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
	Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
	Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	Feb 18, 2020
	Information requested regarding Emergency Shelters Downtown	02-12-19	Multiple Departments/	Feb 18, 2020

Cobourg (County of Northumberland and CPSB).		Organizations	
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	March 9, 2020
Staff Report outlining the process and requirements to become a Certified Living Wage Employer.	12-02-19	CAO	Mar 9, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	March 30, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	Apr 30, 2020
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	June 1, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	June 22, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	June 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022

XIV COMMITTEE OF THE WHOLE OPEN FORUM

XV CLOSED SESSION

XVI ADJOURNMENT

Economic Development Update

TJ Flynn

Investment Attraction Specialist

Melissa Graham

Small Business Facilitator



Table of Contents

Inventory Development

Client Activity

Sales Tools

Geo Political Relations



Inventory Development

Current State: Highlights

- 10.35 acres in Lucas Point sale ready
- 3.35 acres with Right of 1st refusals
- 10 acres \$175,000 preparation required
- 25 acres \$1,300,000 preparation required
- 6 acres in Northam Industrial Park
- 90,000 square foot food building
- 23 acres privately owned on Kerr Street extension



Inventory Development

Digital Infrastructure:

- Key to the future
- SMARTnorthumberland
- Activity To Date:
 - Bridging Digital Divide Conference
 - Introductory meetings:
Bell, Rogers, Explornet, Nexicom, IBI Group, Clear Cable, New Leaf.
 - Information gathering process



Client Activity

- 2 pending site plan approval
- 1 closed pending building
- 1 active offer to purchase
- Approximately 69 total jobs created in the community with the average salary of \$36,499*
- Approximately \$65,494 of occupied tax revenue**
- Resulting in \$2,518,431 economic impact on community



Client Activity

Type of Inquiries	Number
Manufacturing	27
Service	19
Retail	8
Other	19
Total Unique Inquiries	73
Total Amount of Client Contact	1328
Lead Generation (Manufacturing Business Attraction)	129
Telephone Outreach/Business Outreach (Business Retention)	1577
Total	3107



Sales Tools

- Northumberland County Economic Development website update
- Cobourg Economic Development website update
- Programmatic advertising
- Indeed community advertisement
- Commercial realtor services



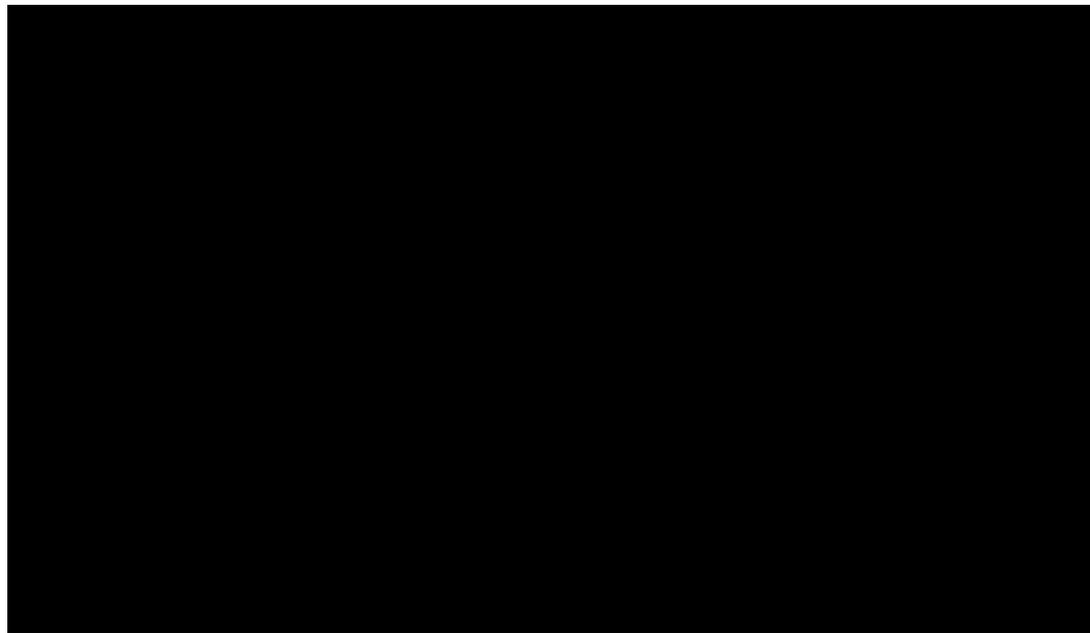
Sales Tools

Industry Support (Retention):

- Elevate Plus
- Manufacturer surveys
- General Motors
- Edge Factor
- Manufacturing Open House
- Make Work Better Video



Make Work Better Campaign



Geo Political Relations

- Ontario East
- QEDC Board
- EOMWDP
- EDCO
- NMA
- Municipal relations
- Conference attendance





Creating a positive business environment through relationship building.

Presentation to Cobourg Council



January 24, 2020



RAAM

History

Course

Team – Riders and Crew

Team Training and Preparation

Team Goals

Strategy

Crew Roles and Navigation

Fund Raising

Social Media

Supporters and Sponsors

FAQ



4 Riders

Steve Allan

Gord Treasure

Brad West

Gord Ley



11 Person Crew Team 7 Rookies and 4 Veterans

Tracy West – Driver and Nutritionist

Kelly West – Navigator Extraordinaire!

Caitlin McCuaig – Sport Physiotherapist and Navigator

Mary Grace McMichael – Driver and Navigator

Gord Hunter Driver (Van and RV)

Patti Ley – Driver, Navigator and Nurse

Shawn Corbishley – RV Driver

Pedro Santos – Driver and Mechanic

Frances Hernandez - Nutritionist

William Medina – Crew Chief

Victor Vega – Driver

Chris Herten – 5th Rider in reserve.



History of RAAM

There is no other race in the world like RAAM. There is no race that combines the distance, terrain and weather; no other event that tests a team's spirit from beginning to end. The Race inspires everyone who has been a part of it - racer, crew, staff and fans alike. RAAM is the true test of speed, endurance, strength and camaraderie, the ideal combination of work and play.

<https://vimeo.com/172347179>



Race Course / Strategy

3,000 Miles / 5,000 Km

Climbing over 3 mountain ranges

Over 170,000 Vertical Feet

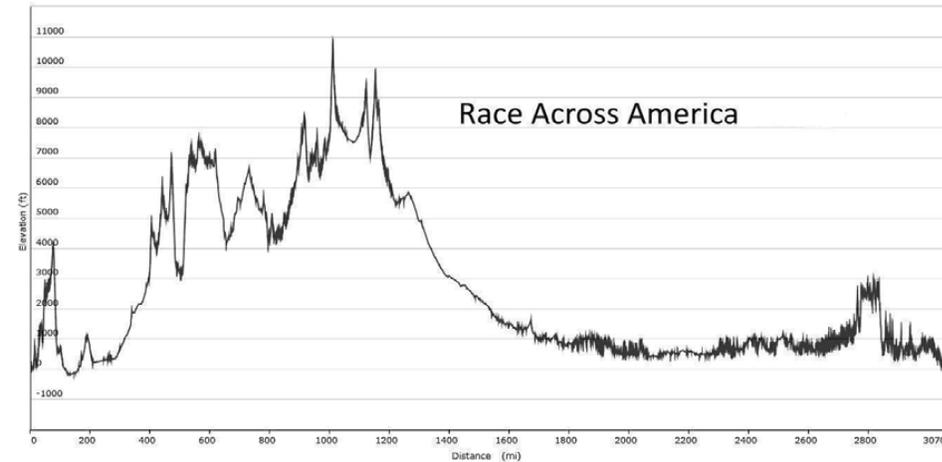
Crossing 12 States

24 hours a day, never stop riding

4 hour cycling shifts (2 riders)

Each rider sprints for 30 minutes

Approximately 350 rider exchanges



Speaking of exchanges...



Team Training and Preparation



Team Goals

1. Finish Race Safely

2. Finish Race with Friendships Intact

3. Finish under the 9 day cut off time limit



Within 24 hours the first goal was gone!



Goal Number Two – Looking a little dicey



Crew Roles and Navigation



78 1 to 78 2 Wellberg, TX to Granger Lake, TX

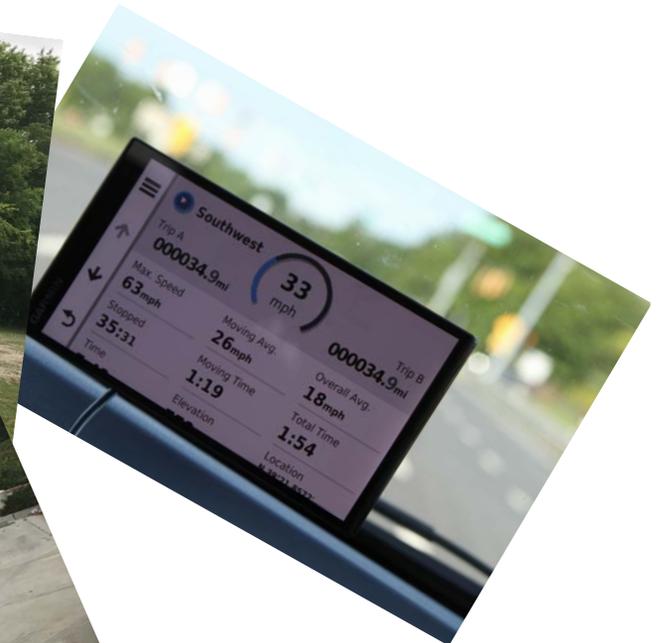
A mixture of bumpy, low traffic roads with no shoulder after leaving TR 1 followed by wind + rain 10.7. Watch for loose gravel in the turns. At mile 17 you'll cross railroad tracks through by a gas station at mile 17.5. At mile 21 expect the beginning of some extremely aggressive dirt exposure to begin on CR 302. This road surface is horrible with a crown in the track crown and one on the side of the road to avoid bottoming out. Roads improve as you go.

REZERO YOUR ODOMETER AFTER EACH TIMESTATION!

OFF	mile	DIR	NOTE
78 1	0.0	None	Continue on CR 572
78 1	1.0	LEFT	CR 316
78 2	1.7	RIGHT	Continue on CR 316
78 2	2.7	RIGHT	Continue on CR 316
78 2	3.8	RIGHT	Continue on CR 316
78 2	2.7	RIGHT	Continue on CR 316
78 2	3.7	RIGHT	Motorist Help Building
78 2	3.4	RIGHT	Immediate next right - unmarked road
78 2	3.5	RIGHT	Immediate next right - unmarked road
78 2	3.7	RIGHT	Holy Trinity Church
78 2	6.2	RIGHT	CR 302
78 2	6.5	RIGHT	Continue on CR 302
78 2	7.2	LEFT	Continue on CR 302
78 2	8.5	RIGHT	Continue on CR 302
78 2	11.7	RIGHT	Continue on CR 302



Crew Roles and Navigation



Fundraising



Supporters and Sponsors



**Jersey Design
& Graphics**
Garry Lee



Coaches
Brent Aquino
Janet Baitley



Friends and Family

Paul Bird
Nancy and Brian Bruce
Chuck Cudmore
Mark and Linda Essak
Lynda Kay
Sharron Wharram-Spry
and Brian Spry



Goal Number 3 – Mission Accomplished

6 Days, 20 Ho



FAQ – Frequently Asked Questions

- What was your favorite part?
- Would you do it again?
- What did you eat?
- How much weight did you lose?
- Are you doing the Tour de France next year?
- What's next?





The Corporation of the Town of Cobourg
 Legislative Services Department
 55 King Street West
 Cobourg, ON K9A 2M2

Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to clerk@cobourg.ca, or by fax to (905) 372-7558.

1. CONTACT INFORMATION	
Name of Delegate(s): Ken Strauss	
Group/Organization/Business Delegation Represents (if applicable): Cobourg Taxpayers Association	
Phone: [REDACTED]	E-Mail: [REDACTED]
2. MEETING SELECTION	
I wish to appear before: <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Regular Council <input type="checkbox"/> Advisory Committee or Local Board	
If appearing before an Advisory Committee or Local Board please specify: Press to Select a Committee of Board	
Meeting Date Requested: 18 Feb 2020	
3. DELEGATION REQUEST	
General Nature/Purpose of the Delegation: (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)	
Additional comments regarding the LUSI proposal to borrow \$2.3M. The delegation will include responses to the points raised by Ms. Susan Spicer, Corporate Secretary of LUSI, in her 08 January 2020 letter to Council. In addition, other considerations not previously discussed will be presented.	

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
 T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

Recommendation to Council/Committee/Board:
 (Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

The CTA requests that LUSI be directed to prepare a revised proposal that addresses the critical deficiencies in their original submission.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

I have read and understood the Delegation Rules and Guidelines attached to this Form and acknowledge that information contained on this Form, including any attachments, will become public documents and listed on the Town of Cobourg Meeting Agenda.

Ken Strauss		2020/02/12
Print Full Name	Signature	Date (YYYY/MM/DD)
		
Municipal Clerk or Designate		

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at blarmer@cobourg.ca.

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DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to the Town of Cobourg Procedural By-law No. 009-2019, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Municipal Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and to the provisions of By-law 009-2019.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may agree on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken. Wherever possible, Council will assign a deadline with the action to ensure a timely response to the delegation request.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
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Lakefront's Water Meter Replacement Proposal

The CTA appreciates Mr. Paul taking the time to respond to our comments on his proposal to Council to borrow \$2.3 Million to update Cobourg's water metering system.

The LUSI President and CEO notes several times that the CTA are not "subject matter experts" in the operation of a water works. This is correct. We have never claimed expert knowledge of water works operations. However, the CTA does have extensive expertise in critical thinking, financial analysis, corporate governance and administration, public affairs and engineering together with a keen nose for marketing baffle. These are all skills critical to the successful operation of any corporation including a local utility and water works.

We believe that Council deserves clear answers to the following critical points that were not addressed in Mr. Paul's letter.

1. The CTA asked whether the selection of Neptune's products was the result of a tender. Rather than address the CTA's concern that LUSI obtained the best possible price, his answer simply says that "LUSI follows a strict procurement policy". He does not say what the policy is! We would be surprised to learn of a corporate procurement policy that permits spending over \$2M of public money without the need for tendering. The absence of a clear explanation and justification for a sole-source procurement is never acceptable. Specifically:
 - Was a public tender issued?
 - Where is a copy of the tender available?
 - What companies responded to the tender?
 - Where is the tender evaluation available?
2. The CTA noted that the data in the report's amortisation table is incorrect. Mr. Paul did not mention this error and its significant impact on the financial analysis.
3. Using calibration tables to correct for errors and non-linearity in measuring devices such as flow meters is almost universal in industry. Mr. Paul dismissed the CTA suggestion that calibration tables might obviate the need to replace meters with the comment that the idea was "ridiculous". Is this actually the professional opinion of LUSI's "subject matter experts"?
4. The majority of the financial justification of Mr. Paul's proposal is based on the under-billing of 309 commercial users with older meters. He suggests that replacing these meters would recover about \$114K annually. Based on the data in his proposal, 60% of the under-billing is due to only a hundred meters. Why replace all of Cobourg's 4000 meters if the majority of the under-billing results from only a few meters? Why was this much lower cost option completely ignored? Why were these meters not replaced years ago?

5. Mr. Paul blames the year-long delay in bringing LUSI's proposal before Council on the time to resolve the William Street Beer over-billing that was the result of replacing their meter with no verification plan. The CTA noted that a detailed plan to ensure the accuracy of new meter installations was required to ensure that the William Street dispute was not repeated. Mr. Paul did not mention this. Why?
6. A major issue that the CTA raised was the \$800,000 cost of amortizing the \$2.3 million debt and the fact that the discount of \$193,000 would not be a savings. Qualifying for the discount would result in a net additional cost to Cobourg of over \$600,000. Mr. Paul's response at the end of his letter suggests that the solution would be to simply reduce the loan's term from 15 to 6 years. Why was this not part of the original recommendation? Will Water Works have the financial capacity to repay the debt at an accelerated pace?
7. The proposal's erroneous numbers were repeated by Mr. Paul without correction.

Mr. Paul claims that the CTA's submission and presentation were "riddled with inaccuracies". Throughout his response, he denigrates the CTA for asking reasonable questions. Questions which a corporate Board or, in this instance, Town Council, would be expected to ask as part of its consideration of a \$2.3 Million loan request.

This is not only unfortunate but an unusual way to demonstrate corporate leadership and community values.

The Cobourg Taxpayers Association respectfully suggests that Council defer any further consideration of LUSI's loan request until a revised proposal that fully addresses the critical deficiencies in the original submission is published.

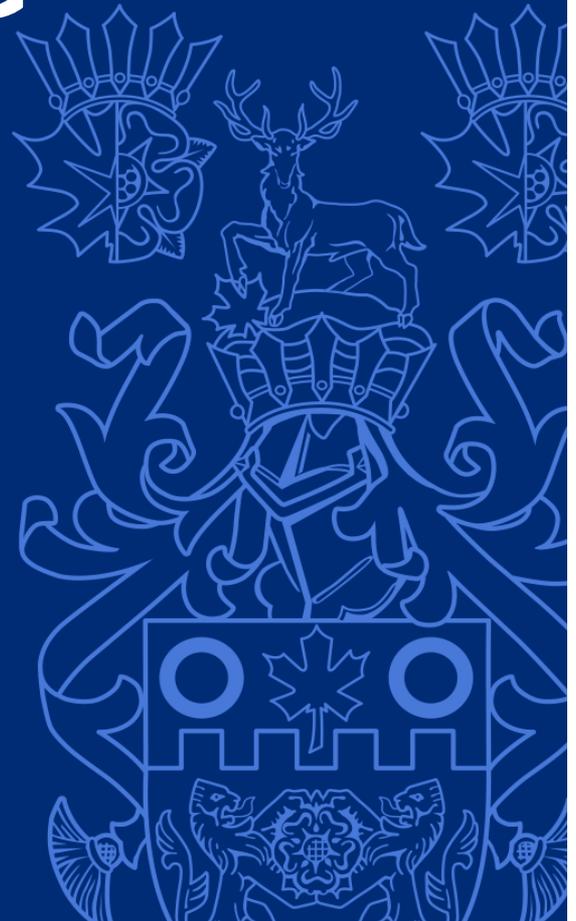
TOWN OF COBOURG RECORDS MANAGEMENT PROGRAM

Municipal Council Meeting
February 18, 2020 | 6:00 p.m.

Brent Larmer – Manager Legislative Services/
Municipal Clerk



Municipal Council
Town of Cobourg





TOWN OF COBOURG Records Management Program

The Legislative Services Department is pulling Records Management into the present and preparing for the Future.

Records Program Mission:
*Preserving Yesterday,
Managing Today,
Preparing for Tomorrow*





What is Records Management?

The application of systematic and scientific control to all the recorded information that an organization needs to do business.

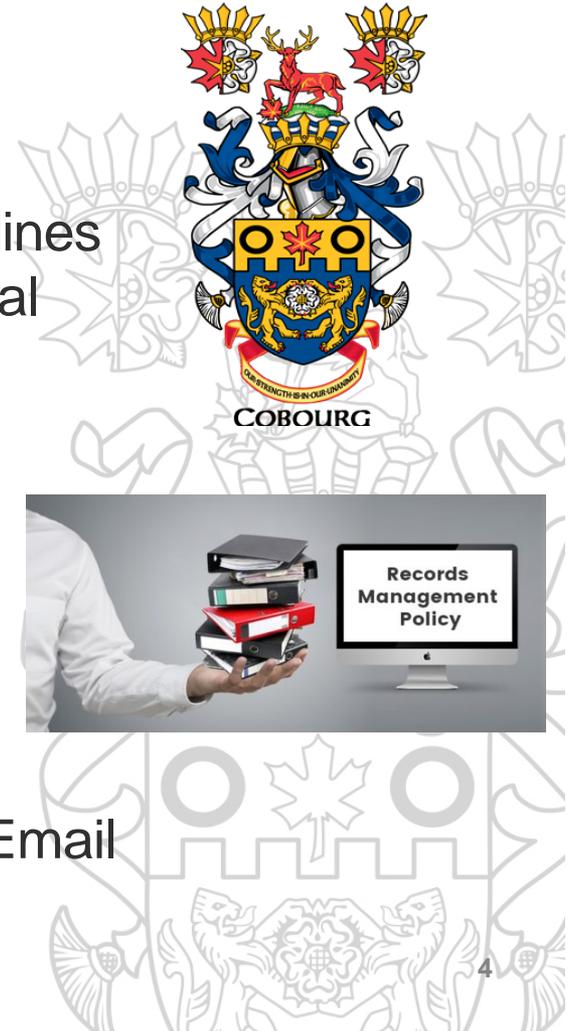
(or in other words.....organizing information so that people can find it!)



What is Records Management? Town of Cobourg Specific

Collection of policies, procedures and guidelines to manage the life cycle of Cobourg Municipal Records, these include:

- Records Management Policy;
- Retention Schedule and By-law;
- Records Citation Schedule;
- Staff Procedure User Guide; and
- On-going Staff Training: Information and Privacy, Records Storage and Retrieval, Email Protocol. **On-going through 2020!**



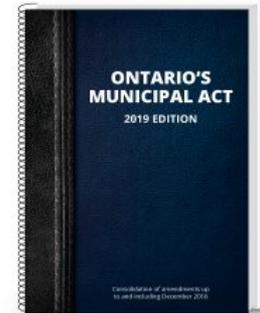


Ontario 

Why do we need Records Management?

Legislation Says So!

- ✓ *Municipal Act, 2001 as amended;*
- ✓ *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);*
- ✓ Public Sector and MPP Accountability and Transparency Act [Bill 8]; (Royal Assent 2016); and
- ✓ Over 280 Federal and Provincial statutes/regulations require creation and retention of municipal records.
- ✓ **You use Legislation Everyday! – You may not realize it! Section 254 of the *Municipal Act, 2001***



Government
of Canada



Components of a Records Management Program

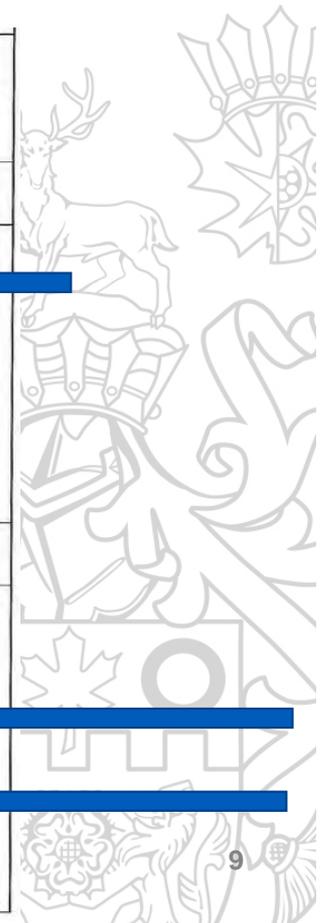
- Active File Management
- Inactive File Management
- Vital Records Protection
- Disaster Recovery Program
- Electronic Records Management





Council Strategic Plan – 2019-2022

PROGRAMS	The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop an information technology strategic plan 2. Develop an integrated records management system 3. Implement a comprehensive management plan for all of the Town's assets 4. Explore the feasibility of enhanced sidewalk snow clearing including the clearing of arterial bike lanes and multi-use paths 5. Review and assess appropriateness of agreements with third party contracts 6. Continue to explore communications priorities including social media and public engagement tools 	
Desired Outcomes	
<ul style="list-style-type: none"> • People will be well informed, know what is going on in the Town and how to get information • The Town will be resilient and safe from cyber attacks • Information will be easier and faster to access through a variety of means • People will be informed with the facts • Information will be stored in a way that is accessible for present and future generations • Public trust and confidence in the Town's processes and procedures will be enhanced 	





Municipal Council Records:

- 4.2. Where records of a Member of Council are not related to the discharge of their duties, or are not in the custody or control of the Town of Cobourg, Mayor and Council records are considered “personal” records and include those commonly referred to as constituency records. These records are outside the scope of this policy and not subject to the Town’s Records Management Program policy. Further information regarding Mayor and Councillors’ records is available through the Information and Privacy Commissioner of Ontario.

Information Privacy
Commissioner of Ontario Fact
Sheet on Councillor Records:

**Information and Privacy
Commissioner of Ontario**
Commissaire à l'information et à la
protection de la vie privée de l'Ontario

FOI Fact Sheet 1

**The Municipal Freedom of Information and Protection
of Privacy Act and Councillors' records**
April 2016

INTRODUCTION

The Information and Privacy Commissioner of Ontario (IPC) sometimes decides appeals relating to requests for access to records created or held by municipal councillors. The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* does not expressly refer to records of municipal councillors and, therefore, before a determination can be made on access to those records, the IPC must decide whether MFIPPA applies. In making this decision, the IPC examines the specific facts of each case in light of a number of principles.

The IPC has been calling for amendments to MFIPPA to clarify when it applies to these records, including in August 2015, when the IPC wrote to the Minister of Municipal Affairs and Housing setting out proposed amendments (this letter is available on the IPC's website). In the absence of amendments, however, the IPC is issuing this fact sheet, which explains when and how councillors' records are subject to MFIPPA.

WHEN ARE COUNCILLORS' RECORDS SUBJECT TO MFIPPA?

Councillors' records are subject to MFIPPA where:

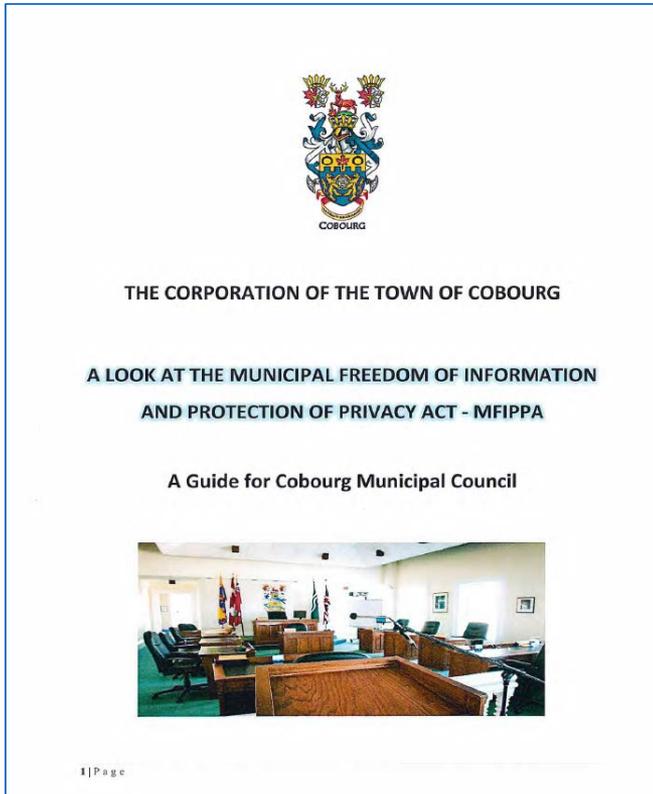
1. a councillor is acting as an officer or employee of the municipality, or performs a duty assigned by council, such that they might be considered part of the institution, or
2. the records are in the custody or control of the municipality.

WHEN IS A COUNCILLOR AN OFFICER OR EMPLOYEE OF A MUNICIPALITY?

A councillor is likely to have several roles, such as an individual constituent representative, a politician, or a head or member of a municipal committee or board, such as a transit corporation. Some of these roles may entail the councillor acting as an officer or employee, while others do not.



Municipal Council Records:



All Members of Council were supplied with a copy of the Town of Cobourg MFIPPA Guide which provides an overview of an Elected Officials obligation with Corporate Records as well as best practices for managing records.





TOWN OF COBOURG Records Management Program

RECORDS RETENTION BYLAW

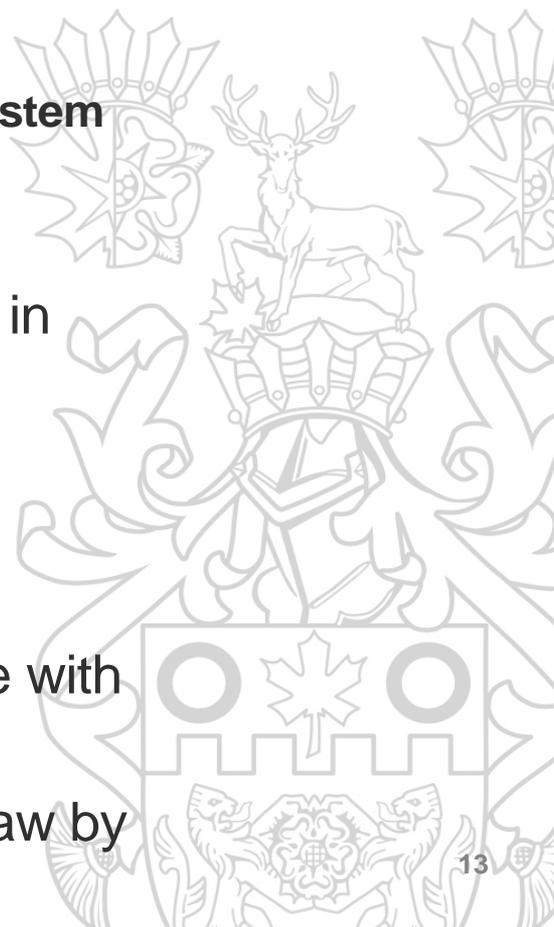
- Schedule
- Classification
- Terminology
- Compliance



File Classification System - TOMRMS

The Ontario Municipal Records Management System (TOMRMS)

- Developed specifically for municipalities in Ontario to cater to their needs (over 150 municipalities);
- Classifies logically related records in a predetermined sequence;
- Retain or dispose records in accordance with applicable legislation
- A retention schedule is passed in a By-law by Council





File Classification System - TOMRMS

TOMRMS is based on Primary and Secondary Classifications.

There are 14 Primary Classifications which are the Record Series including:

- ◆ A — Administration
- ◆ C — Council, Boards and By-laws
- ◆ D — Development and Planning
- ◆ E — Environmental Services
- ◆ F — Finance and Account
- ◆ H — Human Resources
- ◆ J — Justice
- ◆ L — Legal Affairs
- ◆ M — Media and Public Relations
- ◆ P — Protection and Enforcement Services
- ◆ R — Recreation and Culture
- ◆ S — Social and Health Care Services
- ◆ T — Transportation Services
- ◆ V — Vehicles and Equipment





File Classification System

TOMRMS is based on Primary and Secondary Classifications.

Secondary Classifications are the types of documents in that department or record group.

The Secondary Classifications in “Administration” include:

- ◆ A00 - Administration, General
- ◆ A01 - Associations and Organizations
- ◆ A02 - Staff Committee and Meetings
- ◆ A03 - Computer/Information Systems
- ◆ A04- Conferences and Seminars
- ◆ A05 - Consultants
- ◆ Etc.

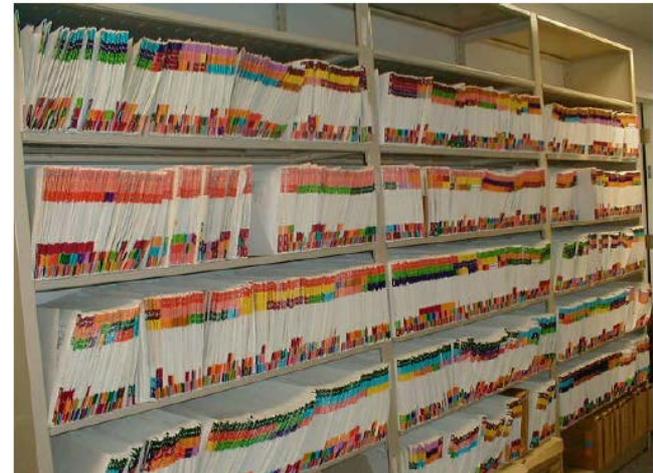
***** Each Division/Department met with Legislative Service and Consultant who generated all Secondary Classification Types – See Records Retention Schedule.*****



File Classification System

Classification Why?:

- To enable users to retrieve information when needed;
- Consistency;
- Identify and preserve a set order of records; and
- To establish standards for equipment and supplies .





Step #1: Records Retention

What and Why?

- A list that tells us how long to keep records.
- Based on Federal and Provincial legislation and best business practices.
- Approved by Council – it's the law!



Step #1: Records Retention

What and Why?

- By-law – Legal Authority.
- Schedule – active, inactive, final disposition.
- Review Yearly:
 - Changes in legislation
 - Change in business practices
 - Delegate Authority to Clerk
 - Ensure scope notes are accurate and detailed.





Types of Records:

“**Record**” means any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence (including emails, social media communications), memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound and video recordings, social media posts, text messages (SMS), machine readable records, and any documentary material, regardless of physical form or characteristics, **made or received during the course of business of the Town of Cobourg, and retained by the Town of Cobourg for the purposes of future reference.** See also: “Archival Records”, “Official Records”, “Transitory Records”, “Vital Records”;





Types of Records:

“Official Record” means a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts.





Types of Records:

“Active Record” means a record that is referred to and used on a regular basis and is generally stored in the Department or with the user;





Types of Records:

“**Transitory Record**” means a record that is:

- a) Retained solely for convenience or reference;
- b) Required solely for the completion of a routine action, or the preparation of another record;
- c) Of insignificant or of no value in documenting the Town of Cobourg’s business transactions;
- d) Not an integral part of a Town of Cobourg Record;
- e) Not filed regularly with the Town of Cobourg’s records or records keeping system;
- f) Not required to meet statutory obligations or to sustain administrative or operational functions;
- g) About social events that are not Town of Cobourg events;
- h) Are not related to Town of Cobourg business;
- i) A publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record





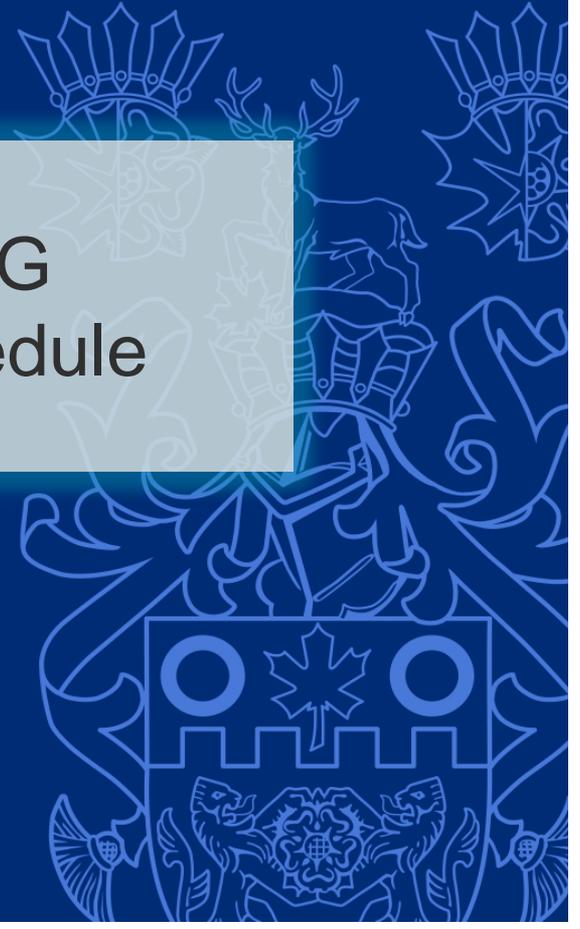
Types of Records:

“**Vital Record**” means a record that is essential to the continuation or resumption of Town of Cobourg business in the event of a disaster. A vital record allows the Town of Cobourg to continue to fulfill its obligations to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc;





TOWN OF COBOURG Records Retention Schedule





Stage #1: Records Retention

Town of Cobourg Record Classification & Retention Schedule 2020

Contents

Record Group Descriptions	1
Classification & Retention Schedule	2
Administration Records	2
Council, Boards & Bylaw Records	7
Development & Planning Records	9
Environmental Services Records.....	13
Financial Services Records	16
Human Resources Records	22
Legal Affairs Records.....	26
Media & Public Relations Records	29
Protection & Enforcement Services Records	31
Recreation & Culture Records.....	35
Transportation Services Records	36
Vehicle & Equipment Records.....	38
Federal Citation Table	39
Provincial Citation Groups	65





Stage #1: Records Retention

Record Group Descriptions

The 151 types of records created, used or received by the Town can be divided into 12 primary record classifications, or groups, based on the primary functionality and/or pre-dominant nature of the record.

Administration Records

Includes records regarding routine administration and office services functions.

Council, Boards & By-Law Records

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.

Development & Planning Records

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

Environmental Services Records

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.

Finance & Accounting Records

Includes records regarding the management of funds.

Human Resources Records

Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.

Legal Affairs & Legal Records

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

Media & Public Relations Records

Includes records regarding the municipality's relationship with the media and the general public.

Protection & Enforcement Services Records

Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.

Recreation & Culture Records

Includes records regarding the provision of recreational and cultural services to the community.

Transportation Services Records

Includes records regarding the development and improvement of transportation systems (roads and public transit).

Vehicles & Equipment Records

Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.





Stage #1: Records Retention – Sample



Records Classification & Retention Schedule 2020

Classification & Retention Schedule

Administration Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A01	<p>ASSOCIATIONS & ORGANIZATIONS</p> <p>Records regarding and from organizations and associations to which staff members belong or with which they communicate in the course of their duties (e.g. AMCTO, Ontario Good Roads Association, Conservation Authorities)</p> <p>Excludes: Membership Fees (F01), Speeches & Presentations by Staff (M08), Conference & Seminar Attendance (A04), Source Water Protection Committee Minutes (E13)</p>	Originating	1	-
A02	<p>STAFF COMMITTEES & MEETINGS</p> <p>Includes records regarding the activities of staff committees and departmental meetings including Health and Safety Committee, Council Coordinator Groups and Working Groups. Includes agenda, minutes, and reports, etc.</p> <p>Excludes: Council Minutes and Agenda (C03, C04), Advisory Committees (C05, C06) council appointments</p>	Originating	5**	-
A03	<p>COMPUTER SYSTEMS & ARCHITECTURE</p> <p>Includes records relating to the design of computer systems and management of and access to programs. Includes individual access and password management.</p>	IT	6	PIB, V
A04	<p>CONFERENCES & SEMINARS</p> <p>Includes invitations, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff. Also includes accommodation & travel arrangements, authorisations to attend.</p> <p>Excludes: Speeches and Presentations (M08), Employee and Council Expenses (F01), Ceremonies and Events (M02), Invoices (F01), Sponsorship of (M03)</p>	Originating	2	PIB



Stage #1: Records Retention – Sample



Records Classification & Retention Schedule 2020

Classification & Retention Schedule

Administration Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A01	<p>ASSOCIATIONS & ORGANIZATIONS</p> <p>Records regarding and from organizations and associations to which staff members belong or with which they communicate in the course of their duties (e.g. AMCTO, Ontario Good Roads Association, Conservation Authorities)</p> <p>Excludes: Membership Fees (F01), Speeches & Presentations by Staff (M08), Conference & Seminar Attendance (A04), Source Water Protection Committee Minutes (E13)</p>	Originating	1	-
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Stage #1: Records Retention – Sample



Records Classification & Retention Schedule 2020

Classification & Retention Schedule

Administration Records

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Stage #1: Records Retention – Sample



Records Classification & Retention Schedule 2020

Classification & Retention Schedule

Administration Records

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Stage #1: Records Retention – Sample



Records Classification & Retention Schedule 2020

Classification & Retention Schedule

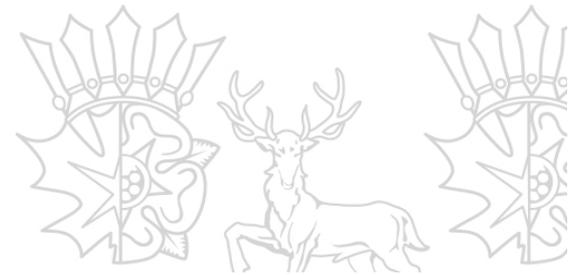
Administration Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A01	<p>ASSOCIATIONS & ORGANIZATIONS</p> <p>Records regarding and from organizations and associations to which staff members belong or with which they communicate in the course of their duties (e.g. AMCTO, Ontario Good Roads Association, Conservation Authorities)</p> <p>Excludes: Membership Fees (F01), Speeches & Presentations by Staff (M08), Conference & Seminar Attendance (A04), Source Water Protection Committee Minutes (E13)</p>	Originating	1	-
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A03	<p>COMPUTER SYSTEMS & ARCHITECTURE</p> <p>Includes records relating to the design of computer systems and management of and access to programs. Includes individual access and password management.</p>	IT	6	PIB, V
A04	<p>CONFERENCES & SEMINARS</p> <p>Includes invitations, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff. Also includes accommodation & travel arrangements, authorisations to attend.</p> <p>Excludes: Speeches and Presentations (M08), Employee and Council Expenses (F01), Ceremonies and Events (M02), Invoices (F01), Sponsorship of (M03)</p>	Originating	2	PIB

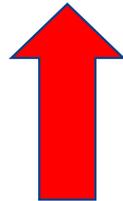


Stage #1: Records Retention – Sample

More Definitions:



P – Permanent S – Superseded E – Event V – Vital PIB – Personal Information Bank ** - Archival Review



Special Retention Letters
To look Out For!



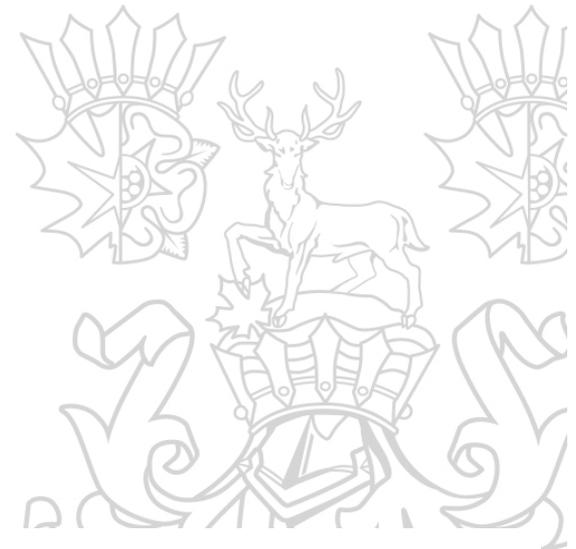


Stage #1: Records Retention

Definitions:

“**Permanent**” means a record that is preserved and/or never destroyed or removed from the official records keeping system;

SAMPLE:



Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
C01	BY-LAWS Includes original, signed and certified bylaws as approved by Regular Council. Includes superseded or rescinded bylaws.	Clerk's	p**	V g090, g131





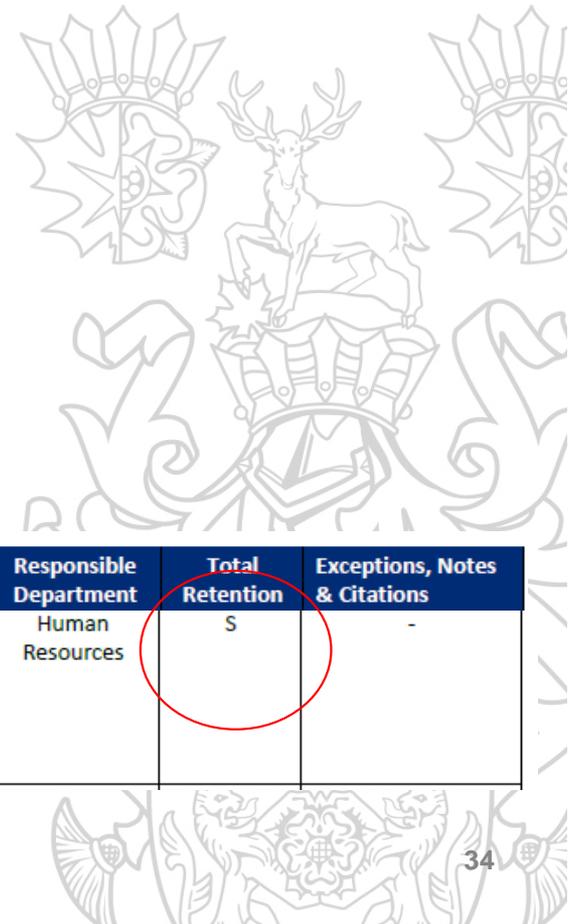
Stage #1: Records Retention

Definitions

“**Superseded**” means replaced, or take the place of. A record may be superseded by newer information.

SAMPLE:

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
H02	<p>BENEFITS PROGRAM</p> <p>Includes brochures, rates, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information on Employer Health Tax.</p> <p>Excludes: Payroll (F16), Individual Pension and Benefit records (H10), quotes (F18)</p>	Human Resources	S	-





Stage #1: Records Retention

Definitions

“**Event**” event-based disposition, a concept wherein once a registered event occurs, the disposition schedule starts.

SAMPLE:

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
C07	<p>ELECTIONS</p> <p>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 and oaths taken by council members. Includes advertising.</p>	Clerk's	E + 4	<p>E = day action took effect or voting day</p> <p>Ballots = 120 days after voting or resolution of recount</p> <p>PIB, V G069, G070</p>



Stage #1: Records Retention

Definitions

“**Vital Record**” means a record that is essential to the continuation or resumption of Town of Cobourg business in the event of a disaster. A vital record allows the Town of Cobourg to continue to fulfill its obligations to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc;

SAMPLE:

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
F04	<p>BANKING</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, statements and deposit records, cancelled cheques, N.S.F. cheques, and money orders.</p> <p>Excludes: Cheque requisitions (F01), Cheque listings (F01)</p>	Finance	7	V g007



Stage #1: Records Retention

Definitions

“**Personal Information**” (PIB) means recorded information about an identifiable individual (refer to subsection 2(1) of MFIPPA for additional information);



SAMPLE:

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
C13	<p>ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE</p> <p>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.</p> <p>Excludes: Complaints regarding other municipal matters, services (M04)</p>	Clerk's	5	<p>PIB g059, g067</p>

MFIPPA



“personal information bank” means a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual; (“banque de renseignements personnels”)



Stage #1: Records Retention

Definitions

“**Archival Record**” (Review) means a record of enduring significance that has historical value for the Town of Cobourg and individuals engaging in historical research;



SAMPLE:

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
C03	COUNCIL AGENDA, MINUTES & RESOLUTIONS Includes records of council’s full agenda packages and official Minutes of the proceedings of its meetings, including Committee of the Whole, Regular and Special Council and Public Meetings. Includes open and closed sessions. The retention period for digital audio recordings of Council is three (3) months.	Clerk’s	P**	g131



TOWN OF COBOURG Records Retention Inventory Database Tracking





Cobourg Records Inventory Database

Town of Cobourg Records Inventory Division: Corporate Services (excludes HR, Finance)														Clerk's Dept. Use Only			Retention Details	
Record Series Code	Reference Code (5 max)	Record Title	Description	Creator/Aut (Last Name, First)	Department	Date Created	Closed/Event Date (yyy)	Destroy/Archive Date (yyy)	Leads	Home Location	Storage Box	Storage	Destroy Authority	Date Destroyed	Certificate of	Record Series	Record Series Notes, Exempt	
A10 - Records Management	02019	Archival Holdings	List of materials held at Northumberland County Archives in 2019	1 Smith, J.	Clerk's	2019-01-01	2019-12-31	2024-12-31	No	Creator	N/A	1A				5	PIB, V	
A06 - Inventory Control	02007	Office Supplies Inventory 2007	List and quantities of general office supplies.	1 Jones, D.	Tourism	2007-12-31	2007-12-31	2014-12-31	No	Department - C	N/A	3c				7	0	
A20 - Building & Property	YH87	Victoria Hall Maintenance 1987	Includes records relating to general maintenance of Victoria Hall, includes shift checklists.	1 Patel, D.	Facilities	1987-01-01	1987-12-31	1992-12-31	No	Victoria Hall - G	10126	2D				5	0	
C01 - By-Laws	00513	Bylaw 5-13: King St. Parking	Passed Jan. 12, 2013. Outlines hours of free parking on King St. between Division and Third St. Repealed Aug. 27, 2019	1 LeClerc, J.	Clerk's	2013-01-12	2019-08-27	Permanent	No	Northumberland	N/A	N/A				Permanent	V	
A21 - Facilities Bookings	CCC12	CCC Arena Bookings 2012	Listing of ice rentals at CCC. 2012	1 LeClerc, J.	Recreation	2012-01-01	2012-12-31	2018-12-31	No	Department - C	N/A	3a				7	PIB, V	
T04 - Road & Bridge	VIL92	William St. Bridge Widening Project - 1992	Trip Tickets June-July - William St. Bridge	3 Muller, H.	Engineering	1992-06-03	1992-11-30	1997-11-30	No	Destroyed			00001	2018-05-13	IM15789	E-5	E = project finished and warranty period expired	
T04 - Road & Bridge	VIL92	William St. Bridge Widening Project - 1992	Trip Tickets Aug-Oct - William St. Bridge	4 Muller, H.	Engineering	1992-08-01	1992-11-30	1997-11-30	No	Destroyed			00001	2018-05-13	IM15789	E-5	E = project finished and warranty period expired	
T04 - Road & Bridge	VIL92	William St. Bridge Widening Project - 1992	Background information, proposed designs and drawings for William St bridge widening	1 Muller, H.	Engineering	1990-09-12	1992-11-30	1997-11-30	No	Destroyed			00001	2018-05-13	IM15789	E-5	E = project finished and warranty period expired	
T04 - Road & Bridge	VIL92	William St. Bridge Widening Project - 1992	GPCA environmental study, pedestrian impact study for William St bridge widening	2 Muller, H.	Engineering	1990-09-12	1992-11-30	1997-11-30	No	Destroyed			00001	2018-05-13	IM15789	E-5	E = project finished and warranty period expired	
A27 - Drawings & Files	VIL92	William St. Bridge Widening Project - 1992	As-built drawings of William St. Bridge following completion of widening project in 1992.	1 Muller, H.	Engineering	1992-11-30	1992-11-30	Permanent	No	Public Works Records Storage	0036	17B				Permanent	V	
A21 - Facilities Bookings	JH96	Jack Heenan Sports Complex Bookings, 1996	Includes calendars of ice and banquet room bookings for Jack Heenan Sports Complex in 1996. Includes contact details for bookers.	1 Beaver, J.	Recreation	1996-01-01	1996-12-31	2003-12-31	No	Department - C	N/A	2A				7	PIB, V	
A21 - Facilities Bookings	JH97	Jack Heenan Sports Complex Bookings, 1997	Includes calendars of ice and banquet room bookings for Jack Heenan Sports Complex in 1997. Includes contact details for bookers.	1 Beaver, J.	Recreation	1997-01-01	1997-12-31	2004-12-31	No	Department - C	N/A	2A				7	PIB, V	
A21 - Facilities Bookings	JH98	Jack Heenan Sports Complex Bookings, 1998	Includes calendars of ice and banquet room bookings for Jack Heenan Sports Complex in 1998. Includes contact details for bookers.	1 Beaver, J.	Recreation	1998-01-01	1998-12-31	2005-12-31	No	Department - C	N/A	2A				7	PIB, V	



TOWN OF COBOURG Records Management Program Policy and Procedures





Stage #2 Records Management Policy

- Endorsed by Senior Management;
- Adopted by Council;
- Purpose; Scope; Applicable Legislation;
- Roles and Responsibilities;
- Mandated by Council;
- Periodic Review - YEARLY





Records Management Procedures

- Records Mgmt Procedure Manual
 - Standardize procedures
 - Used throughout the organization
- Standardize products
 - Filing cabinets
 - File folders
 - Labels
 - Storage boxes





Records Management Procedures

Town of Cobourg RM Procedures (New):

1. Classifying Records Procedure
2. Naming, Labeling and Filing Records Procedure
3. Digitalization Procedure
4. Security, Storage and Access Procedure
5. Email Management Procedure
6. Records Destruction Procedure
7. Auditing Records Management Program Procedure





Records Management Policy



5.0 RECORD OWNERSHIP

- 5.1. Every record in the custody or control of the Town of Cobourg is the property of the Town of Cobourg. No officer or employee has, by virtue of their position, any personal or property right to records.
- 5.2. A record may not be sold, loaned, given away, destroyed, or otherwise alienated from the Town of Cobourg's custody unless in accordance with this policy or any of its associated policies, procedures, bylaws and retention schedules.
- 5.3. Every officer or employee shall deliver to any successor all records pertaining to the position held by the officer or employee.





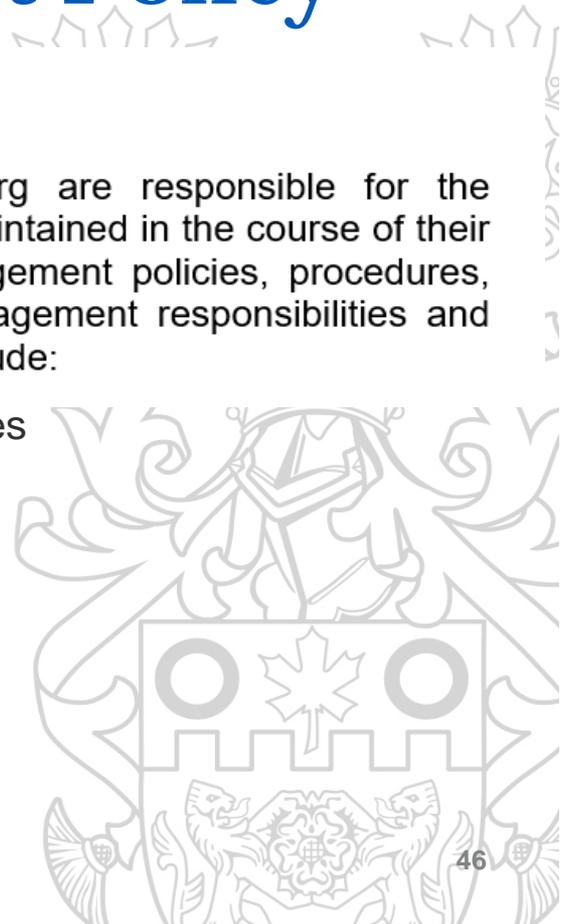
Records Management Policy

6.0 ROLES AND RESPONSIBILITIES

6.1. All officers and employees of the Town of Cobourg are responsible for the management of all town records created, received or maintained in the course of their work. This includes complying with all Record Management policies, procedures, bylaws and retention schedules. Specific Record Management responsibilities and accountabilities for positions in the Town of Cobourg include:

Some Employee/Officer Positions have specific roles and responsibilities, those being:

- Chief Administrative Officer;
- Municipal Clerk;
- Records and Committee Coordinator;
- Division Directors;
- **Record Liaisons**;
- Information Technology;
- Human Resources; and
- ALL MUNICIPAL STAFF – Next Slide.....





Records Management Policy

6.9. All Municipal Staff shall:

- a. Comply with Record Management policies, procedures and bylaws;
- b. Participate in on-going record management training;
- c. Maintain the integrity and authenticity of records;
- d. Protect records from theft, misplacement, damage and/or premature destruction;
- e. Cooperate with the Municipal Clerk and/or their designate in carrying out the Records Management Program Policy and its Procedures;
- f. Notify their Departmental Records Liaison and/or the Municipal Clerk and/or their designate(s) of any operational, legislative, legal, and/or fiscal changes that would affect record series descriptions or retention periods of records; and
- g. Collect, use, manage, disclose, and dispose of personal information in accordance with MFIPPA and the Town of Cobourg's Privacy Policy, and any other applicable legislation and associated regulations, standards, and policies.





Records Management Policy

8.0 COMPLIANCE

- 8.1. Compliance audits with Records Management policies, procedures and bylaws will be conducted on a regular basis by the Municipal Clerk and/or their designate.
- 8.2. An officer or employee who knowingly or intentionally fails to comply with the provisions of this policy or any other approved records management policies, procedures, or bylaws could be subject to disciplinary action pursuant to Human Resources Policy HR-AP-A10 – Code of Discipline, and could include termination of employment.
- 8.3. An officer or employee who willfully discloses personal information or maintains a personal information bank in contravention of MFIPPA, or alters, conceals, or destroys a record, or cause any other person to do so, with the intention of denying a right under MFIPPA to access the record or information contained in the record, is guilty of an offence and liable to a fine not exceeding \$5,000.





Training – Records Management

- Part of Orientation/ will continue
- Regular Training Yearly;
- Provide Quick Reference;
- RM Manual;
- Scope Notes;
- Cross Reference List;
- File Plan/Retention Schedule;
- Policies & Procedures.





Records Liaisons:

- Involve the key players (i.e. - IT, FOI, HR, Key Dept Administrative Staff);
- RM Champions;
- Regular Meetings to Identify RM issues;
- Status updates/progress reports
- Triumphs;
- EDRMS Program Evaluations Committee.



Step #3 - THE PURGE

Records Retention By-law



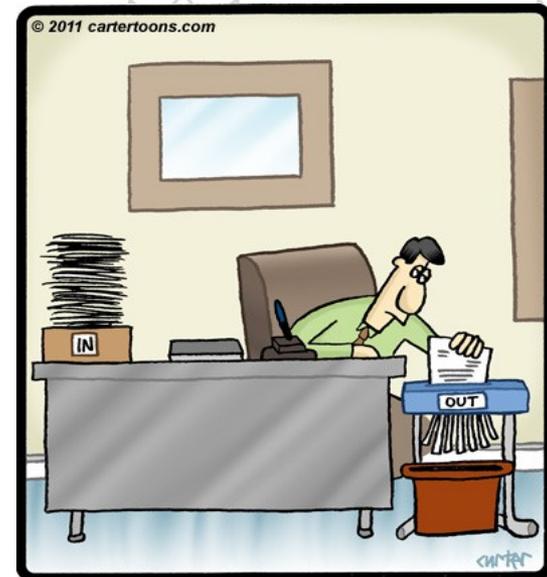
Records Management Policy



Records Management Procedures
- Destruction



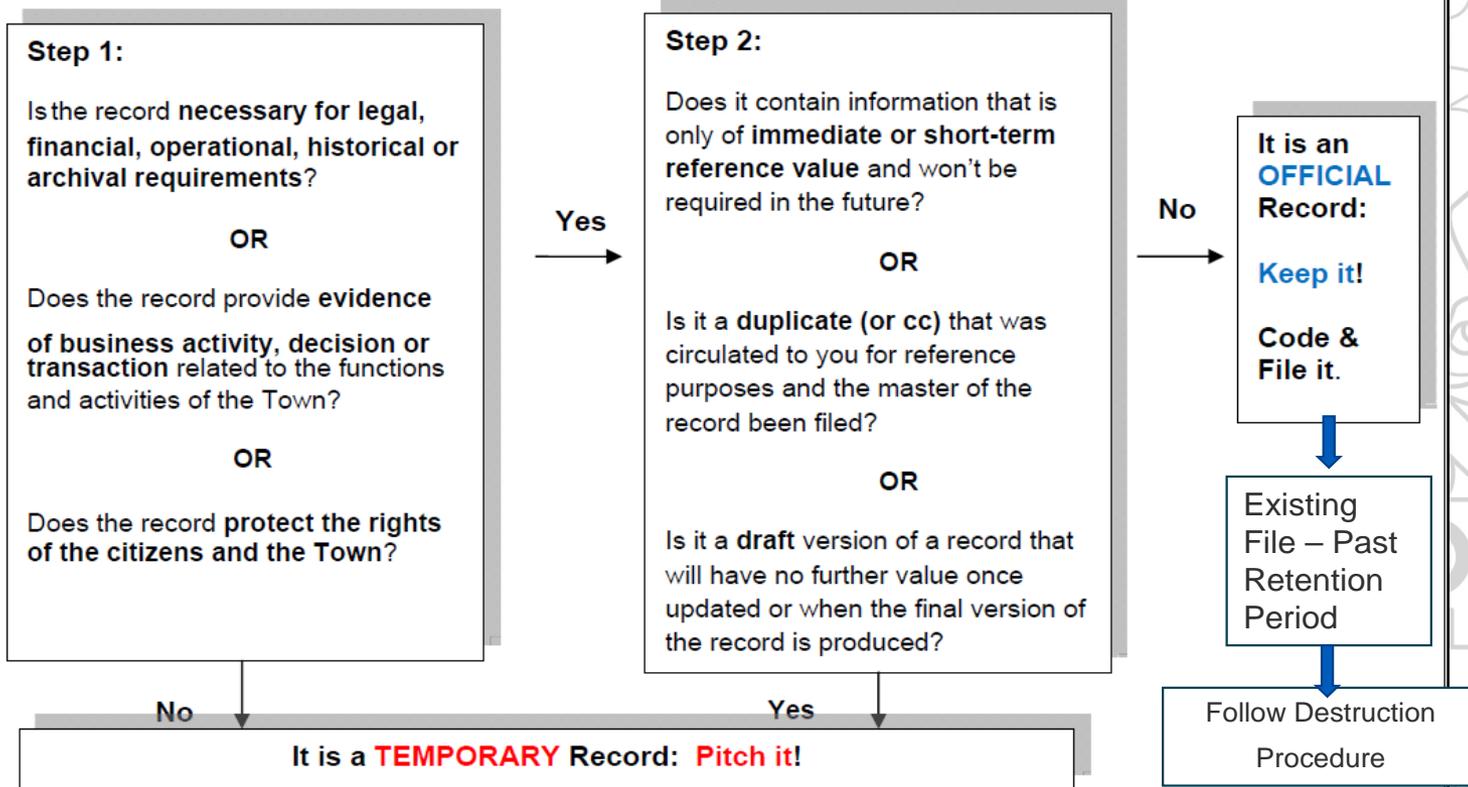
Dispose of and Destroy Records past
the Retention Period





Step #3 Purge

Records: Keep it or Pitch it?



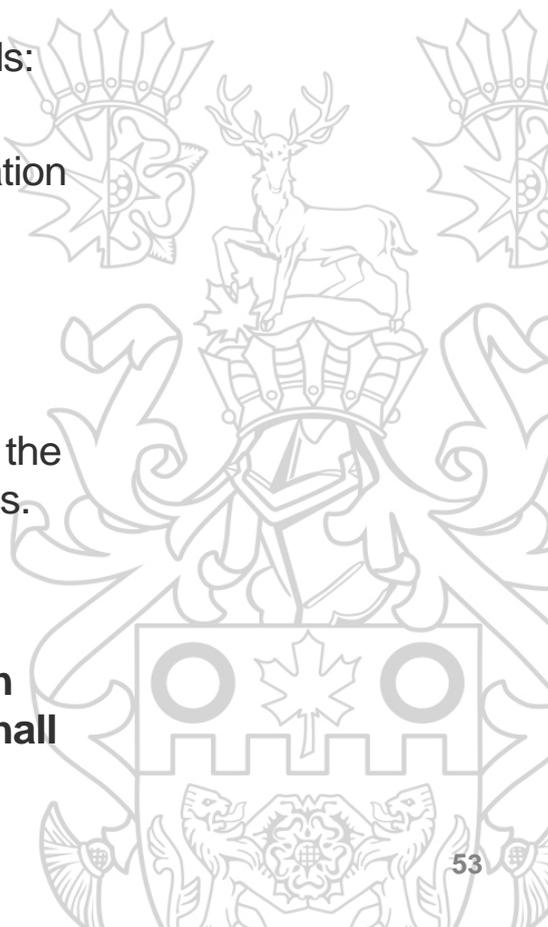


Step #3 Destruction

Principles:

The following principles shall govern the destruction of records:

1. No official record shall be destroyed unless first classified according to the current and approved Records Classification Schedule.
2. No official record shall be destroyed unless the retention period has expired or the record is a copy of the original record.
3. All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records.
4. No official records shall be destroyed without proper authorization.
5. **Any records pertaining to pending/actual litigation, an investigation or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose. LEGAL HOLDS**





Step #3 Destruction:



Records Destruction Authorization Certificate #: YYYY-###

Departmental Records Review		
Department Name:	Destruction Report: YYYY-###	
<p>CAUTION: A Municipal record may not be destroyed if any litigation, claim, negotiation, audit, Freedom of Information request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.</p> <p>I certify for all Official Records identified in the attached Destruction Report(s) that:</p> <ul style="list-style-type: none"> • all audit, administrative, legislative, fiscal, and operational requirements have been satisfied, • no hold has been placed on these Official Records due to any litigation, claim, negotiation, audit, or Freedom of Information requests <p>These records are hereby authorized by the department for destruction.</p> <p>_____ Date _____ Director Name _____ Signature</p>		
Records Management Records Review		
<p>I certify for all Official Records identified in the attached Destruction Report(s) that:</p> <ul style="list-style-type: none"> • all are classified according to the Classification Schedule approved by Town of Cobourg By-Law ##### • all retention periods as per the Retention Schedule approved by Town of Cobourg By-Law ##### have expired, • the responsible department has reviewed the records and authorized their destruction, • the Town's archivist has reviewed the records and declared none of archival value, • no hold has been placed on these Official Records due to any litigation, claim, negotiation, audit, or Freedom of Information requests. <p>I hereby order that all Official Records identified in the attached document be destroyed in a secure, confidential manner that prevents their reconstruction in any way.</p> <p>_____ Date _____ Municipal Clerk Name _____ Signature</p> <p>_____ Date _____ Committee & Records Coordinator _____ Signature</p>		
Destruction Information (Records Management Department Use Only)		
Destruction Date:	Destruction Method:	Certificate of Destruction #:
<p>_____ Destruction Witness Name _____ Signature</p>		





Record Lifecycle





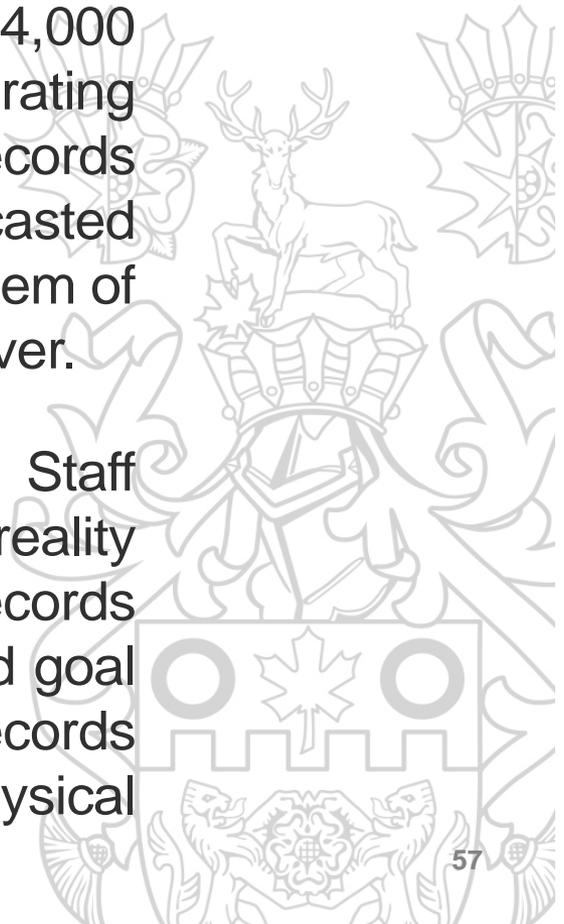
TOWN OF COBOURG Records Management Program

Electronic Document Records Management System (EDRMS)



Electronic Records Management

- In 2020 Municipal Council approved \$154,000 in the Cobourg Legislative Services Operating Budget to put towards an Electronic Records Management System, \$154,000 is forecasted for 2021 along with an IT Capital Budget Item of \$50,000 for a Records Management Server.
- This commitment from Council and Staff demonstrates the seriousness and new reality of maintaining and adhering to the Records Management Program to arrive at the end goal which is a Complete Corporate wide Records database and elimination of 80% of Physical Records.



Electronic Records Management

- **Paper before electronic:**
 - Electronic (partner with IT)
 - Same principles as paper RM
 - Organize the same as physical records.
- It takes time
 - Break down into little steps
 - Implementation in phases





Electronic Records

- More than 90% of records created today are electronic; more than 70% of electronic information is never printed (ARMA)





Going Forward...

The new Records Retention and Records Management Program has been established and put in place to make Document Management easier and to be sure the Town is following Legislative disposition provisions and protecting operational history

The Program should be implemented on go forward basis & input older documents as needed. This process is to change the way we operate presently, work to preserve older files and most used eventually and prepare the Town to switch to a online electronic record filing system.





Summary...





QUESTIONS?



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT Committee of the Whole	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	February 18, 2020	
TITLE / SUBJECT:	Town of Cobourg 2020 Records Retention Schedule and Records Management Program Report.	
REPORT DATE:	February 4, 2020	File #:

1.0 **STRATEGIC PLAN**

This report addresses one (1) Council Strategic Plan Objective: Develop an integrated records management system

Town of Cobourg Municipal Council's Strategic Planning Mission Statement:

The Town of Cobourg is committed to open and accountable governance and the provision of quality, accessible programs and services in a sustainable manner.

Strategic Action:

2. Develop and Integrated Records Management System.

Desired Outcome:

- Information will be easier and faster to access through a variety of means; and
- Information will be stored in a way that is accessible for present and future generations.

2.0 **PUBLIC ENGAGEMENT**

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the Memo from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to approve and establish a Records Retention By-law and associated schedules for the classification, retention and destruction of records for the Town of Cobourg; and

FURTHER THAT Council authorize the Delegation of Authority to the Municipal Clerk for establishing and amending Retention Periods for the records of the Corporation of the Town of Cobourg; and

FURTHER THAT Council endorse and adopt the Town of Cobourg Records Management Program Policy, to establish the framework for the creation, implementation and maintenance of the Town of Cobourg's Record Management Program to ensure that full and accurate records are created, captured, maintained and disposed of in accordance with legislative and operational requirements.

4.0 ORIGIN AND LEGISLATION

The Town of Cobourg is responsible to establish a framework for the creation, implementation, and maintenance of the Town of Cobourg's Record Management Program and to ensure that full and accurate records are created, captured, maintained and disposed of in accordance with industry best practices and legislative and operational requirements.

The Town of Cobourg is legislatively required to develop, document, and implement a Records and Information Management Program. Section 254 of the *Municipal Act, 2001* requires the Town to "retain and preserve the records of the municipality and its local boards in a secure and accessible manner"

Section 4.1 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA)*, which came into force on January 1, 2016, requires that the Town "ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution."

The Records Management Program Policy outlines the recordkeeping roles and responsibilities for officers and employees of the Town of Cobourg.

5.0 BACKGROUND

Records and information are essential components of the Town's corporate operations and business activities. The availability of high-quality and accurate records and information to decision-makers supports the delivery of programs

and services, enabling departments to be more efficient, responsive, and accountable. Organized, accessible, and accurate information is also a vital component of corporate risk management, transparency, and collaboration ensuring that the Town can demonstrate its financial and legal responsibilities to all parties involved.

The Ontario Municipal Records Management System ("TOMRMS") is a centralized classification system, used by 250 municipalities across Ontario to assist with the ongoing legislative obligation to preserve municipal records.

A record is any record of information however recorded, whether in printed form, on film, by electronic means or otherwise and includes documents such as, correspondence, memoranda, video/audio recordings, diagrams, pictures, etc.

A sound records management program enables the municipality to:

- maintain control over this valuable corporate asset through its lifecycle (creation, active use, inactive use, and destruction or archival preservation);
- comply with legislation, and
- Support governmental accountability and transparency initiatives.

The current record management system has not been reviewed or revised since its inception 10 years ago. In 2019 the Town of Cobourg embarked on a Records Management Modernization Project to implement a file classification system, consolidate the location and maintenance of all municipal files and ensure training and compliance with the legislated requirements of the day.

As the Corporation continues to develop so too does the complexity of the records being maintained. Legislation has also continued to evolve (MFIPPA, Accountability and Transparency, Municipal Act, Occupational Health and Safety, insurance expectations etc.) which has placed increasing demands on the municipality in regard to records management. These demands identified areas of deficiencies in the existing record program which needed to be addressed.

6.0 ANALYSIS

In order to ensure that the Town of Cobourg continues to meet its legislative requirements, a complete review was undertaken of the entire Corporate Records Process among Departments and Divisions, resulting in the proposed new functional classification index and retention schedule that meets the Town's statutory and operational requirements.

In late 2019, the Town engaged the services of Bryn Lake, a company that specializes in records and information management, to assist in the creation of an updated classification index that accurately captures current record keeping needs while maintaining legislative requirements and meeting the International Organization of Standards (ISO 15489) for record keeping as well as the Professional standards and policies derived from the Association of Records Managers and Administrators (ARMA).

Records Retention Schedule:

As per the Section 255 of the *Municipal Act, 2001* municipalities are required to preserve its records and establish retention and destruction periods.

The Town's current Records Retention by-law is from 2012 and therefore required a significant review and updating. The revised by-law has been presented for Council's approval and is based on the TOMRMS records program. Attached to the Records Retention By-law is a retention schedule to ensure the Town meets its legislative requirements. Developing consistency in record keeping reduces storage requirements and costs and identifies the protection of essential corporate records and records having long-term or permanent value.

As proposed in the Records Retention By-law, Staff is recommending that Council authorize a delegation to the Municipal Clerk for establishing and amending Retention Periods for the records of the Corporation of the Town of Cobourg. Through delegating this authority to the Municipal Clerk to establish retention periods further streamlines the process by removing unnecessary administrative processes and permits flexibility to address organizational changes or operational requirements in a timely manner. Overall, a proper Records Retention By-law reduces exposure to legal action resulting from premature destruction or excessive retention of Town records.

The proposed Classification Index and Retention Schedule (Appendix A), is the result of extensive consultation with Municipal staff who provided input and feedback into its creation and is consistent with record keeping practices of municipalities across Ontario. Municipal Staff conducted over ninety (90) hours of interviews collaboratively over all Divisions and Department to review and provide input on the Records Retention Schedule. Staff also attended Department Buildings and Staff locations to understand each individual's knowledge of Records Management and how they are managing Corporate Records on a daily basis.

Upon approval and adoption of the updated Records Retention By-law by Council, the next steps of implementation will include training for Town of Cobourg staff to ensure they understand their roles and responsibilities regarding record keeping and a review of physical and electronic records that may now be eligible for destruction based on changes in retention schedules.

The approval of the updated Records Retention By-law is the first step in a continuous process of record keeping management practices that will continue to develop under the Town of Cobourg's over-arching Records Management Policy.

Records Management Program Policy:

In addition, Bryn Lake provided an independent review of the Town's existing Records Management Program, both physical and electronic records in each department and division within the Corporation.

The purpose of the Records Management Policy is to provide clear responsibilities, procedures and requirements for the creation and destruction of Town records. An efficient program will reduce unnecessary paper and electronic records storage space and create an efficient retrieval and storage system. As previously reported to Committee, the program will evolve into a comprehensive electronic records document management system. (Appendix "E")

The new Records Management Policy uses 'The Ontario Municipal Records Management System' (TOMRMS) which is a widely used file classification system throughout Ontario municipalities. Subscription to this program includes annual retention and classification codes to maintain legislative requirements from various Federal and Provincial statutes and regulations. Initial training of this program has already commenced and has been provided to Town of Cobourg Management Team and Senior Staff. The approval of the Records Management Policy is a necessary step to formalize the intent behind the records management plan, meet legislative requirements, outline responsibility of records, corporate standards and introduce procedures to ensure efficiency in the creation, maintenance, storage and disposal of corporate records.

As a component of the Records Management Program, various associated policies will be drafted and formulated that will follow the intent and various provisions of the Records Management Program Policy to assist Staff in their handling of Municipal Records. A Records Management Procedural Manual will be established to provide guidelines to ensure that records are created, classified, organized, managed, retrieved, maintained and destroyed efficiently throughout their life cycle in accordance with the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the principles of The Ontario Municipal Records Management System (TOMRMS) for the management of records within the municipality.

Procedures shall be developed on a go forward basis to deal with the various components of the Records Management Program and such procedures will be included as part of the Procedural Manual. Such procedures shall include but not limited to the following:

1. Classifying Records Procedure - The Town of Cobourg is utilizing paper and electronic records to conduct daily business. Without a corporate-wide, standard classification procedure, paper and electronic records stored in file cabinets, banker's boxes, or on shared drives, can become lost easily and quickly. Classifying records consistently and logically across the organization will distinguish records from one another at a glance, enable staff to locate relevant information easily and efficiently, and reduce time spent look for records and risks and costs associated with misplaced and unrecoverable records
2. Naming, Labeling and Filing Records Procedure - Without a corporate-wide, standard naming procedure, electronic and physical records can become lost, misplaced, or accidentally destroyed. Naming records consistently and logically across the organization will distinguish similar records from one another at a glance and allow staff to locate relevant information easily and efficiently.
3. Digitalization Procedure - Digitization of records can be an effective and efficient means of sharing information within and between Town of Cobourg departments and external stakeholders. However, for a digitized record to be recognized as authentic, trustworthy, and reliable for legal and administrative purposes, a strict set of consistent and approved procedures must be developed and implemented. For digitization to be effective, procedures include the planning, prioritization, preparation, metadata creation, digitization, quality control and assurance, storage, and the assessment and evaluation of the digitization process itself must be enacted.
4. Security, Storage and Access Procedure- Town of Cobourg has a legal obligation to protect the records and personal information in its custody and control. The following procedures and measures are in place to ensure municipal staff protect records from loss, theft, misplacement, damage and/or accidental destruction. This procedure and associated provisions are in place to optimize storage capacity in all Town of Cobourg record storage locations.
5. Email Management Procedure - The *Email Management Procedure* is a set of guidelines aimed at establishing consistent and clear steps for managing business related emails as records. Effectively managing and maintaining emails will ensure that important information relating to business decisions and actions is captured and accessible for evidential and accountability purposes as well as ensuring legislative records management compliancy.

6. Records Destruction Procedure - This procedure applies to all records created, received, or maintained by employees, officers and Councillors of The Corporation of the Town of Cobourg in the course of carrying out their corporate duties regardless of medium or format.

The following principles shall govern the destruction of records:

- No official record shall be destroyed unless first classified according to the current and approved Records Classification Schedule.
 - No official record shall be destroyed unless the retention period has expired or the record is a copy of the original record.
 - All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records.
 - No official records shall be destroyed without proper authorization.
 - Any records pertaining to pending/actual litigation, an investigation or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose.
7. Auditing Records Management Program Procedure – This internal records auditing policy is an objective assurance activity that has been established to add value and improve the Town of Cobourg's records management operations. The goal is to assist the Town of Cobourg in accomplishing its Records Management Program objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of records management, control, and governance. Records audits should be conducted as necessary and an internal audit of holdings should be conducted annually at minimum to ensure that the Town of Cobourg is managing records regularly. Spot checks are recommended to gather samples. If a high rate of error is determined, a larger sample or full audit may be necessary to identify and address any issues.

The Town of Cobourg Records Auditing Procedure has been attached to this report to provide an example and understanding of the importance and accountability that the Town will take to make sure that the Records Management Program is being followed and adhered to by all Staff.

Future Considerations and Reports to Council:

As approved in the 2020 Town of Cobourg Operating Budget, Council approved \$154,000 with a forecast of an additional \$154,000 in 2021. This estimate in 2021 will most likely be lowered as a result of receiving bids on an EDRMS Software. As part of the agreement Bryn Lake and Legislative Services Department provided an review of the municipality's existing records program and provided the following recommendations related to the development of an electronic document and records management system:

- A set of features and requirements is developed for a software application that will support the implementation and maintenance of the Town's RIM program including classification of records and assignment of approved retention periods to both physical and electronic records; (ongoing)
- Include workflow capability in the list of system requirements; (ongoing)
- explore the possibility of acquiring and implementing a robust Electronic Document and Records Management System (EDRMS)

As part of the Towns preparation and eventual switch to an EDRMS System each Division will be asked to use shared drives as an effective first step towards capturing and sharing documents within an organization and beginning to use the TOMRMS Coding to retain their records. However, over the longer term, staff are looking for the functionality, security and controls that only a fully functional EDRMS can provide.

Within the Council Strategic Plan, Council passed the following related to the Strategic Plan Work Plan:

Action #2 Develop an Integrated Records Management System			
Work	Timing	Budget	Staff Responsible
• Complete record management inventory	Dec 2019	N/A	Clerk/All Divisions
• Create record management plan	Apr 2020	\$25,000.00	Clerk/All Divisions
• Execute record management Plan/Electronic Records	Dec 2020	TBD	Clerk/All Divisions
• Open Governance Records Model System	Dec 2023	TBD	Clerk/All Divisions

EDRMS products include features that can significantly improve the way in which a corporation conducts its business and how it applies the RIM principles. Some of the features can:

- Automatically assign version control by type of record and, when the record attains "final" status it can be set to delete or retain all previous versions or retain a defined number of them;
- Create complex workflows that can automatically be assigned to a document type when it is received or saved into the repository. The workflows can include many parameters that can automatically notify staff when deadlines are approaching and required activities have not been completed;
- Significantly enhance collaboration between departments, project teams and external vendors/affected parties;
- Through the use of Application Programming Interfaces (APIs), access and synchronize data between applications. This creates an enterprise system where some applications are designated as the "masters" for

certain record types and other applications (slaves) access the data from the master when it is required;

- Seamlessly integrate email into the main record repository;
- Apply RIM principles such as retention periods or HOLDS to data in other applications that can be accessed through APIs;
- Apply the classification scheme and all related RIM principles automatically based on the type of document being used; and
- Provide full audit trails of all actions performed on any document.

Their use results in a much more profound and aggressive improvement in the authenticity, integrity, reliability, and standard governance across the entire organization and usability of all records and information. These system are truly transformational, allowing staff to conduct their tasks in a much more efficient and effective manner.

Products in this category include, OpenText, Documentum, FileNexus and SharePoint in either their native format or by using one of the RMS products as a third party add-on. Starting closer to the end of 2020 Municipal Staff will starting looking for and pricing and starting competitive process through the Town of Cobourg Purchasing By-law to start to receiving costings for a program.

Below is a review and timeline that outlines the projects that have been completed to date, are in progress and that have not yet started.

The Records Modernization Information Management Plan proposed is as follows:

Phase One (1-6 months):

- Performing record inventories with internal staff through a division and department wide audit.
- Develop and pass through Council a new Records Retention By-law to reflect the needs of administration and current legislation.
- Perform destruction of documents through the Town's retention schedules and record destruction. (4 to 6 months).
- Develop a new standard operating procedure for destruction of records both physical and electronic.

Complete	In Progress	Not Started
	✓	
	✓	
		✓
✓		

- Preparation of Existing Legacy (Permanent) and newly created records to be categorized into the new Records Retention and TOMRMS Categories.
- Preliminary findings indicate the majority of documents need to be rescanned or destroyed.
- Staff Training on how to utilize the new Records Retention Schedule.

Complete	In Progress	Not Started
		✓
	✓	
	✓	

Phase Two: Prepare for and Purchase a RMS or EDRMS Program (6 months -1.5 years):

1. Create, Issue and Evaluate a RFP for a Program that will meet the needs and requirements of the Town of Cobourg Records Modernization program for the benefit of present and future generations of residents, staff and Council.
2. Purchase software and installation- TOMRMS. All information received to date indicates that TOMRMS is compatible with most Management Systems – will be part of the RFP Package. For paper records TAB labeling will still be active to allow for electronic and paper documents to coordinate and be maintained in the electronic database.
3. Create Records Management Meeting Team- Individuals will be trained and be experts with TOMRMS. It is intended that the team will meet on a monthly basis during this phase, to discuss success and to derive solutions to challenges that they have encountered.

Complete	In Progress	Not Started
		✓
	✓	
	✓	

**Phase Three: Implementation of New Records Management System
(1.5 - 2 years)**

1. Train all staff on TOMRMS and how to effectively utilize the new Records Management System changes.
2. Inventory the vault and physical files to coordinate with TOMRMS classification.
3. Address any ongoing issues that arise during implementation.

Complete	In Progress	Not Started
	✓	
	✓	
		✓

Phase Four: Maintain and Update Records Management System (On-going)

Once the system is operating successfully an evaluation will be conducted by the Municipal Clerk/Manager of Legislative Services to ensure continued success of the system.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

There are no financial implications related to this report.

8.0 CONCLUSION

The *Municipal Act, 2001* and *MFIPPA* requires that the Town of Cobourg document and implement a program to manage paper and electronic records throughout their respective lifecycles.

9.0 POLICIES AFFECTING THE PROPOSAL

Town of Cobourg Policies are in development

10.0 COMMUNICATION RESULTS

The Records Management Policy and the approved Records Management Program Policy will be posted on online and available to the Public on the Town's Website.

11.0 ATTACHMENTS (IF APPLICABLE)

- Appendix "A" – Draft Records Retention By-law
- Appendix "B" – Records Retention Index and Schedules
- Appendix "C" – Records Management Program Policy

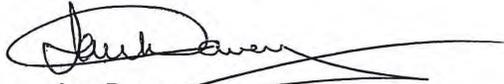
Appendix "D" – Records Auditing Procedure

Appendix "E" - Modernization Plan for the Town of Cobourg Corporate Records Program (EDRMS, Information Governance).

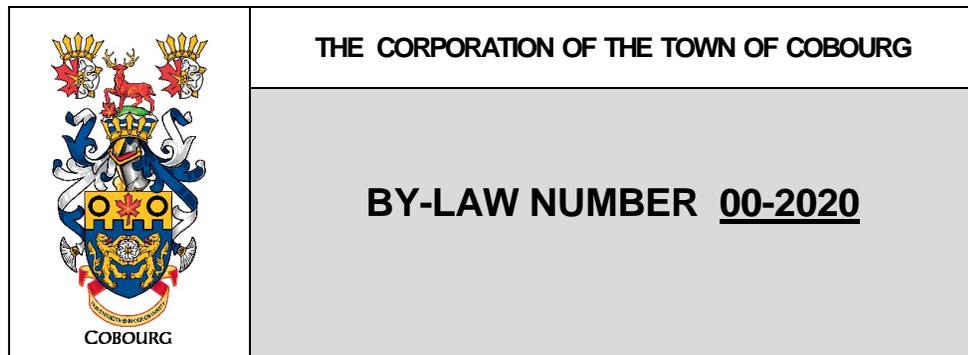
12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer
Municipal Clerk
Manager of Legislative Services



Ian Dayey
Interim CAO/Treasurer/Director of Corporate Services



A BY-LAW TO PROVIDE FOR THE CLASSIFICATION, RETENTION, AND DESTRUCTION OF RECORDS FOR THE CORPORATION OF THE TOWN OF COBOURG, TO ESTABLISH A RECORDS MANAGEMENT POLICY AND TO DELEGATE AUTHORITY TO THE MUNICIPAL CLERK TO ESTABLISH OR AMEND RETENTION PERIODS.

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS the Council of the Corporation of the Town of Cobourg deems it expedient to retain, preserve and destroy municipal records:

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the classes of records listed in Schedule "A" to this by-law shall be retained and preserved in the manner and for the retention periods set out in Schedule "A."
2. THAT the retention periods established in the Records Retention Schedule, attached as Schedule "A" to this by-law, are adopted.
3. THAT all records of the Town of Cobourg will be classified, retained and destroyed in accordance with the Records Retention Schedule, attached as Schedule "A" to this by-law.
4. THAT all records classified under former by-laws of the Town of Cobourg shall assume the retentions established in the Records Retention Schedule, attached as Schedule "A" to this by-law.
5. THAT the policy entitled 'Records Management Program Policy', attached as Schedule "B" to this by-law, is adopted and shall be numbered and inserted in the Corporate Policy Manual.
6. THAT the Authority for establishing and amending retention periods for the records of the Corporation of the Town of Cobourg is delegated to the Municipal Clerk or his/her delegate.
7. THAT By-law No.094-2012 be hereby repealed and any amending By-laws.

Read and finally passed in Open Council on this day of February , 2020.

MAYOR

MUNICIPAL CLERK

Town of Cobourg

Record Classification & Retention Schedule

2020

Contents

Record Group Descriptions	1
Classification & Retention Schedule	2
Administration Records	2
Council, Boards & Bylaw Records	7
Development & Planning Records	9
Environmental Services Records	13
Financial Services Records	16
Human Resources Records	22
Legal Affairs Records	26
Media & Public Relations Records	29
Protection & Enforcement Services Records	31
Recreation & Culture Records	35
Transportation Services Records	36
Vehicle & Equipment Records	38
Federal Citation Table	39
Provincial Citation Groups	65



Record Group Descriptions

The 151 types of records created, used or received by the Town can be divided in to 12 primary record classifications, or groups, based on the primary functionality and/or pre-dominant nature of the record.

Administration Records

Includes records regarding routine administration and office services functions.

Council, Boards & By-Law Records

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.

Development & Planning Records

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

Environmental Services Records

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.

Finance & Accounting Records

Includes records regarding the management of funds.

Human Resources Records

Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.

Legal Affairs & Legal Records

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

Media & Public Relations Records

Includes records regarding the municipality's relationship with the media and the general public.

Protection & Enforcement Services Records

Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.

Recreation & Culture Records

Includes records regarding the provision of recreational and cultural services to the community.

Transportation Services Records

Includes records regarding the development and improvement of transportation systems (roads and public transit).

Vehicles & Equipment Records

Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.



Classification & Retention Schedule

Administration Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A01	<p>ASSOCIATIONS & ORGANIZATIONS</p> <p>Records regarding and from organizations and associations to which staff members belong or with which they communicate in the course of their duties (e.g. AMCTO, Ontario Good Roads Association, Conservation Authorities)</p> <p>Excludes: Membership Fees (F01), Speeches & Presentations by Staff (M08), Conference & Seminar Attendance (A04), Source Water Protection Committee Minutes (E13)</p>	Originating	1	-
A02	<p>STAFF COMMITTEES & MEETINGS</p> <p>Includes records regarding the activities of staff committees and departmental meetings including Health and Safety Committee, Council Coordinator Groups and Working Groups. Includes agenda, minutes, and reports, etc.</p> <p>Excludes: Council Minutes and Agenda (C03, C04), Advisory Committees (C05, C06) council appointments</p>	Originating	5**	-
A03	<p>COMPUTER SYSTEMS & ARCHITECTURE</p> <p>Includes records relating to the design of computer systems and management of and access to programs. Includes individual access and password management.</p>	IT	6	PIB, V
A04	<p>CONFERENCES & SEMINARS</p> <p>Includes invitations, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff. Also includes accommodation & travel arrangements, authorisations to attend.</p> <p>Excludes: Speeches and Presentations (M08), Employee and Council Expenses (F01), Ceremonies and Events (M02), Invoices (F01), Sponsorship of (M03)</p>	Originating	2	PIB



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A06	<p>INVENTORY CONTROL</p> <p>Records related to inventories of all material, office equipment, furniture, fixtures and supplies. Includes staff uniforms, firefighter clothing, safety clothing, and promotional items and computer hardware.</p> <p>Excludes: Assets (F06), Petroleum Products (E24), Contracts (L14, L04)</p>	Originating	7	-
A07	<p>INFORMATION MANAGEMENT - ACCESS</p> <p>Records relating to the completion of requests for information submitted under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Also includes records of routine disclosure and research requests. Includes final decision letters, information and Privacy Commission appeal documentation, records as released, duplicates of unredacted records.</p> <p>Excludes: Non-MFIPPA Complaints and Inquiries (M04)</p>	Clerk's	E+2	E = Completion of request, closure of consultation or expiry of appeal period PIB g071
A08	<p>INFORMATION MANAGEMENT – PRIVACY PROTECTION</p> <p>Records relating to the effective and lawful collection, use and disclosure of personal information belonging to identifiable individuals, as defined and required under the Municipal Freedom of Information and Protection of Privacy Act and Generally Accepted Privacy Principles. Includes Personal information collection statements, privacy breach mitigation, departmental advice and consultation, privacy impact assessments and any reporting required to the Information and Privacy Commission (IPC) in response to privacy breach incidents.</p>	Clerk's	E+15	E= Completion of privacy consultation and/or privacy breach investigation. PIB
A09	<p>POLICIES AND PROCEDURES</p> <p>Includes approved policies, procedures, guidelines of the Town of Cobourg. Also includes other related records of a similar nature.</p>	Originating	S + 2**	V



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations						
A10	<p>RECORDS MANAGEMENT</p> <p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification and retention schedules, feasibility studies and needs assessments, program audits, destruction scheduling, transfer to storage, archival holdings inventory, etc.</p> <p>Excludes: Retention By-Law (C01), Policies and Procedures (A09), Records Disposition (A11), Archival Deed of Gifts (L04)</p>	Clerk's	5	PIB, V g067						
A11	<p>RECORDS DISPOSITION</p> <p>Includes records regarding the final disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records or permanent and/or archival preservation.</p> <p>Excludes: Archival Deed of Gifts (L04)</p>	Clerk's	P	PIB, V g067						
A12	<p>TELECOMMUNICATIONS SYSTEMS</p> <p>Records regarding all types of telecommunications systems, including telephone systems, facsimile machines, base and mobile stations, towers, and fire communications systems.</p> <p>Excludes: Licenses (P09), Assets (F06), Long Distance Call Records (F01), Agreements (L04, L14), Inventories (A06)</p>	Originating	6	V						
A16	<p>INTERGOVERNMENTAL RELATIONS</p> <p>Records relating to the Town's relationship with other governments, boards, and commissions. Includes bylaws of other municipalities and provincial and federal legislation which relate specifically to the Town of Cobourg.</p> <p>Approved sub-categories for this classification are:</p> <table border="0"> <tr> <td>A16-01 - Northumberland County</td> <td>A16-04 - Hamilton Township</td> </tr> <tr> <td>A16-02 - Province of Ontario</td> <td>A16-05 - Town of Port Hope</td> </tr> <tr> <td>A16-03 - Federal Government</td> <td>A16-06 - Township of Alnwick/Haldimand</td> </tr> </table> <p>Excludes: Contracts, Agreements, MOU's (L04, L14), Project Files (see applicable code)</p>	A16-01 - Northumberland County	A16-04 - Hamilton Township	A16-02 - Province of Ontario	A16-05 - Town of Port Hope	A16-03 - Federal Government	A16-06 - Township of Alnwick/Haldimand	Originating	5**	
A16-01 - Northumberland County	A16-04 - Hamilton Township									
A16-02 - Province of Ontario	A16-05 - Town of Port Hope									
A16-03 - Federal Government	A16-06 - Township of Alnwick/Haldimand									



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A18	<p>SECURITY</p> <p>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. CCTV recordings are deemed transitory records unless extracted footage of incident is captured prior to system reset/overwrite.</p> <p>Excludes: Vandalism Reports (P05), Computer Security (A03), extracted footage of incident (P05)</p>	Originating	5	V
A19	<p>FACILITIES CONSTRUCTION AND RENOVATIONS</p> <p>Includes records for the planning and construction of municipal facilities. Includes site meetings, consultant's reports, cost reports, design, inspections and site safety certification of equipment such as scaffolds, hoists and safety platforms for construction sites controlled by the municipality.</p> <p>Excludes: As-Built and final drawings, Final Consultant reports (A27), Gasoline storage tank installations (E23)</p>	Originating	E+15	E=project finished and warranty period expired g073, g076
A20	<p>BUILDING AND PROPERTY MAINTENANCE</p> <p>Includes records regarding the maintenance of the municipality's buildings and properties, such as bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting, pest control measures. Also includes interior design of buildings, including floor layouts, office cleaning as well as licenses for devices such as elevators and lifts.</p> <p>Excludes: Park, Harbour, Beach Management (R04), Building Systems Maintenance (A26), job site equipment set-up and safety records (H04), Gasoline storage tank maintenance (E23)</p>	Originating	5	g049, g076, g099
A21	<p>FACILITIES BOOKINGS</p> <p>Includes copies of permits, booking information/confirmations, and calendars for the rental of recreational and administrative facilities for specific activities.</p> <p>Excludes: Rental Agreements (L14)</p>	Originating	3	PIB, V



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
A22	<p>ACCESSIBILITY MANAGEMENT</p> <p>Records related to accessibility services and programs required by the Accessibility for Ontarians Act (AODA) (E.G. Multi-Year Accessibility Plans, annual Accessibility Report). e accessibility of Municipal buildings, services and information to disabled persons. Also includes efforts to remove barriers and notices of availability of these services.</p>	Clerk's	5	g010
A23	<p>INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL</p> <p>Includes records relating to computer system operations. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.</p>	IT	6	V
A26	<p>BUILDING STRUCTURE SYSTEMS</p> <p>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; setup tests and manuals of approved life safety systems, approved compliance equivalencies, maintenance/inspection logbooks and remedial action for building systems. Also includes approved alternative solutions documentation as per Fire Code.</p> <p>Excludes: Building and Initial System Inspections & Testing reports (P06), elevator license (A20)</p>	Originating	E+10	E = Life of System V g046, g076, g100
A27	<p>DRAWINGS AND FINAL REPORTS</p> <p>Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes. Also includes final reports from consultants and staff for construction and renovation projects.</p>	Originating	P	V g073, g141



Council, Boards & Bylaw Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
C01	BY-LAWS Includes original, signed and certified bylaws as approved by Regular Council. Includes superseded or rescinded bylaws.	Clerk's	P**	V g090, g131
C03	COUNCIL AGENDA, MINUTES & RESOLUTIONS Includes records of council's full agenda packages and official Minutes of the proceedings of its meetings, including Committee of the Whole, Regular and Special Council and Public Meetings. Includes open and closed sessions. The retention period for digital audio recordings of Council is three (3) months.	Clerk's	P**	g131
C05	COMMITTEES OF COUNCIL AND BOARDS Records of Council Committee and Boards including Advisory Committees, Ad Hoc Committees, Local Boards, and Quasi-Judicial Committees. Includes agendas and minutes of open and closed session.	Clerk's	10	g015, g091
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 and oaths taken by council members. Includes advertising.	Clerk's	E + 4	E = day action took effect or voting day Ballots = 120 days after voting or resolution of recount PIB, V G069, G070
C08	STRATEGIC PLANS, GOALS AND OBJECTIVES Records relating to the planning of corporate strategies, initiatives, goals, and objectives for departments, divisions, programs and services. Includes Sustainability Plan, Waterfront Master Plan, Cultural Master Plans, Parks and Recreation Strategies, and Growth Plan submissions. Excludes: Environmental Planning (D03), Natural Resources Planning (D05), Official Plan (D08), individual projects completed under direction/authority of plan or strategy (see appropriate code)	Originating	E+10**	E = day strategic plan expires or superseded g159



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
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. Excludes: Complaints regarding other municipal matters, services (M04)	Clerk's	5	PIB g059, g067



Development & Planning Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
D01	<p>DEMOGRAPHIC STUDIES</p> <p>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, housing studies, etc.</p> <p>Excludes: Vital Statistics (L12)</p>	Originating	10**	-
D02	<p>ECONOMIC DEVELOPMENT</p> <p>Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Also includes records relating to development of commercial, agricultural, industrial, innovative, creative and technical economies including studies, programs, plans, and statistics.</p> <p>Excludes: Demographic Studies (D01), Tourism Development (D06), Advertisements (M01)</p>	Originating	10**	-
D03	<p>ENVIRONMENTAL PLANNING</p> <p>Includes records regarding general types of environmental studies with a long-range planning emphasis, 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. 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.</p> <p>Excludes: Environmental Monitoring (E05, E13, E14), natural resource planning (D05)</p>	Public Works Environmental Services	15	g016, g036, g144, g156
D05	<p>NATURAL RESOURCES PLANNING</p> <p>Includes records regarding planning for the management and preservation of trees, forests, beaches, and shorelines. Includes records relating to Blue Flag and Clean Marine Designations. Also includes plans to manage, control or eradicate invasive species or prevent release.</p> <p>Excludes: Natural Resource maintenance, management and preservation, invasive species/pest management work orders (R04), parks and open space planning (D04)</p>	Community Services	E+10**	E = day plan expires or superseded g036, g144



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
D06	<p>TOURISM DEVELOPMENT</p> <p>Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event. Includes studies, marketing campaigns, etc.</p>	Tourism	10**	
D07	<p>CONDOMINIUM PLANS</p> <p>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.</p>	Planning	P	Application = 5 years after final decision g036, g091
D08	<p>OFFICIAL PLANS</p> <p>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.</p>	Clerk's	p**	V g090, g091
D09	<p>OFFICIAL PLAN AMENDMENT APPLICATIONS</p> <p>Includes the pre-consultation, applications to amend the official plan or secondary plans. Includes background information such as staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions, etc.</p>	Planning	E+15**	E= Final decision by Council or OMB PIB g090, g091
D10	<p>SEVERANCES</p> <p>Includes records regarding the granting of severances to parcels of land including application for severance.</p>	Planning	E+6**	E = approval or denial of severance PIB g091, g133
D11	<p>SITE PLAN CONTROL</p> <p>Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes approved final plans, copies of development agreements, correspondence regarding parking areas, drainage and driveways.</p> <p>Excludes: Site Plan Agreements (L04)</p>	Planning	P	Application = 5 years after final decision g091



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
D12	<p>SUBDIVISION PLANS</p> <p>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, final approved plans, copies of development agreements and development agreement supporting documentation.</p> <p>Excludes: Original Subdivision Agreements (L04)</p>	Planning	P	Application = 10 years after final decision. g036, g091
D13	<p>VARIANCE APPLICATIONS</p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p> <p>Excludes: Budget Variances (F05)</p>	Planning	P	PIB g091
D14	<p>ZONING</p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Includes background reports, pre-consultation and applications to amend zoning designations. Also includes copies of minutes, notices, written comments and decisions.</p> <p>Excludes: Zoning By-Laws (C01), Variances (D13)</p>	Planning	E+10	E = Approval by council PIB g091
D15	<p>EASEMENTS</p> <p>Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p>Excludes: Original Agreements (L04)</p>	Public Works	E+6**	E = Termination of right g091, g133
D16	<p>ENCROACHMENTS</p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p>Excludes: Original Agreements (L04), Encroachment By-Laws (C01)</p>	Public Works	E+6**	E = Termination of right g091, g133



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
D17	<p>ANNEXATION/AMALGAMATION</p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.</p>	Clerk's	P**	g091
D18	<p>COMMUNITY IMPROVEMENT</p> <p>Includes records, studies, statistics and any required background information on community development programs and individual initiatives. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIC, PRID.</p> <p>Excludes: Economic Development (D02), Strategic and Master Plans (C08)</p>	Planning Community Services	E+10	E = Completion of project, initiative
D19	<p>MUNICIPAL ADDRESSING</p> <p>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.</p>	Building	5	-
D20	<p>REFERENCE PLANS</p> <p>Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office for municipally owned properties. May include correspondence related to registered plans.</p>	Planning	P	-
D22	<p>DIGITAL MAPPING</p> <p>Includes all records used to produce maps and updates in a digital format as in a GIS.</p> <p>Excludes: Actual data residing on these systems</p>	Public Works	S	
D27	<p>PART LOT CONTROL</p> <p>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.</p>	Planning	E+10	E= Final decision g091



Environmental Services Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
E01	<p>SANITARY SEWERS</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Includes callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Includes job site equipment set-up, layout, safety records.</p> <p>Excludes: Storm Sewers (E02), Treatment Plants (E03, E04), As-built drawings and specifications (A27)</p>	Public Works Environmental Services	E+5**	E = project completed Maintenance records = P g073
E02	<p>STORM SEWERS AND DRAINS</p> <p>Includes records regarding the design, construction and maintenance of storm sewers and drains such as underground conduits that carry off drainage water. Includes channels and pipes carrying surplus rainwater or liquid waste. Includes engineers' reports, petitions, assessments, general specifications and correspondence, work orders. Includes job site equipment set-up, layout, safety records.</p> <p>Excludes: As-built drawings and specifications (A27)</p>	Public Works	E+5**	E = project completed Maintenance records = P g073, g082
E03	<p>WASTEWATER COLLECTION & TREATMENT PLANT OPERATIONS</p> <p>Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, broker transfer and hauled sewage disposal records and manifests. Also includes facility classification certificate and license to operate.</p> <p>Excludes: Design, construction, maintenance of treatment plant systems (E04)</p>	Environmental Services	15	g008, g073, g082, g089, g152



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
E04	<p>WASTEWATER COLLECTION & TREATMENT PLANT SYSTEMS</p> <p>Includes records relating to the systems installed and used at Wastewater collection and treatment plant. Includes 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. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.</p> <p>Excludes: As-Built Drawings and Specifications (A27), Daily operation records (E03)</p>	Environmental Services	E + 15	E = report made or equipment decommissioned g008, g073, g082, g089, g152
E05	<p>AIR QUALITY MONITORING</p> <p>Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog or gaseous impurities. Also includes claims and compliance orders.</p> <p>Excludes: By-Law Enforcement (P01), Complaints and Inquiries (M04)</p>	Originating	5	g008, g089
E06	<p>UTILITIES</p> <p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p>Excludes: Site Plans (D11)</p>	Public Works	S	
E07	<p>WASTE MANAGEMENT</p> <p>Includes records regarding the collection and disposal of waste. Includes collection schedules, hazardous waste collection, transportation manifests, transfer compliance records and inspection records.</p> <p>Excludes: Sanitary Sewers (E01), Environment Planning (D03), Wastewater Collection and Treatment (E02, E03), Hauled sewage waste records (E03), Waste spills and complaints (M04)</p>	Originating	10	g008, g037, g039, g042, g089



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
E13	<p>WATER MONITORING</p> <p>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, topsoil and storm water. Includes records of Ministry of the Environment for wastewater, copies of minutes received from Source Water Protection Committee, Compliance Inspection Reports, data request items, inspection responses and related documents, Annual Drinking Water System Reports.</p> <p>Excludes: By-Law Enforcement (P01), Complaints and Inquiries (M04)</p>	<p>Clerk's</p> <p>Engineering</p> <p>Environmental Services</p> <p>Originating</p>	15	g008, g016, g082, g089, g108, g110, g111, g115, g116, g152
E14	<p>WATER SAMPLING</p> <p>Includes spill responses and 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 bypass reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.</p> <p>Excludes: By-Law Enforcement (P01), Complaints and Inquiries (M04), Facilities Routine water use, monitoring & testing (P21)</p>	<p>Engineering</p> <p>Environmental Services</p>	E + 15	E = created, approved or plan no longer in force g008, g016, g082, g089, g108, g110, g111, g115, g116, g152
E19	<p>RENEWABLE ENERGY</p> <p>Includes data, applications, standards, monitoring and reports/studies regarding facilities and/or systems powered by renewable energy (e.g. biogas). Includes environmental and public health impact reports, reports on hazards to birds and bat monitoring.</p>	<p>Environmental Services</p>	E + 15	E = created, approved or facility no longer in force



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
E24	<p>GASOLINE STORAGE AND DISPENSING</p> <p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. 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. Also includes internal and Ministry reports relating to major spills.</p> <p>Excludes: As built/installation drawings, specifications and installation records (A27)</p>	<p>Public Works</p> <p>Community Services</p>	7	<p>Installation, Initial inspection and removal of tank records = removal of system + 7 g045, g073, g140, g141, g147, g158</p>

Financial Services Records



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
F01	<p>ACCOUNTS PAYABLE</p> <p>Includes records documenting funds payable by the municipality, such as paid invoices, receipts, issued to pay account, rebates, levies payable, reports, telephone bills and membership fees, employee and council expenses, AP reports and statistics. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques. Includes AP journal/register/ledger and entry vouchers.</p> <p>Excludes: Cancelled Cheques (F04)</p>	Finance	7	E = fiscal year end PIB, V g005, g006, g007, g034, g055, g058, g096
F02	<p>ACCOUNTS RECEIVABLE</p> <p>Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports, receipts. Includes AR journal/register/ledger and entry vouchers. Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p>Excludes: Tax Assessments, Rolls, Tax Arrears and Collection (F22), Cash Receipts (F21)</p>	Finance	7	PIB, V g006, g007, g034, g055, g095
F03	<p>AUDITS</p> <p>Includes records regarding internal and external financial audits of accounts.</p> <p>Excludes: Audited Financial Statements (F10), Operational audits - see relevant subject</p>	Finance	7	g069
F04	<p>BANKING</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, statements and deposit records, cancelled cheques, N.S.F. cheques, and money orders.</p> <p>Excludes: Cheque requisitions (F01), Cheque listings (F01)</p>	Finance	7	V g007
F05	<p>BUDGETS AND ESTIMATES</p> <p>Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances and actuals, Financial Plans for Drinking Water System.</p>	Finance	7	Final approved capital and operating budgets = p g110



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
F06	<p>ASSETS</p> <p>Includes records regarding current 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.</p> <p>Excludes: Land Acquisition and Sale (L07)</p>	Finance	E+10**	E= Disposal of asset V g006, g007, g119
F08	<p>DEBENTURES AND LONG-TERM BANK LOANS</p> <p>Includes records regarding debentures and long-term bank loans issued. Includes information regarding the initial issuance of the debenture or loan as well as all records of payments made to investors. Includes Debenture journal/register/ledger and entry vouchers.</p>	Finance	E+7	E= Debentures surrendered for exchange/cancellation; repayment of loan V g007
F10	<p>FINANCIAL STATEMENTS</p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Also includes working notes, calculations and background documentation.</p>	Finance	P**	Working notes, calculations, background = 7 g018, g069
F11	<p>GRANTS AND LOANS</p> <p>Includes records regarding grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Community Improvement Plan, Community Grants Program, Youth Entrepreneurship Program, etc. Also includes submissions, acknowledgements, and reports such as market value of assistance reports.</p>	Finance	E+7	E = repayment of loan, final report submitted, and accepted and/or approved by ministry or lender. PIB, V g006, g007
F12	<p>INVESTMENTS</p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>	Finance	E+7	E= Closure of account V g006



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
F13	<p>GENERAL JOURNAL VOUCHERS AND ENTRIES</p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>	Finance	7	V g006, g007, g034, g055
F15	<p>GENERAL LEDGERS</p> <p>Includes final general ledger document for all town accounts. Includes P/L, Assets, Liabilities, day-today transactions, year end adjustments, etc.</p>	Finance	P	V g001, g006, g007, g034, g055, g131
F16	<p>PAYROLL</p> <p>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, benefits reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Includes Payroll journal/register/ledger and entry vouchers.</p> <p>Excludes: Non-payroll related government and statistical reporting (F27), Pension enrollment/opt-out forms (H10)</p>	Finance	7	PIB, V g001, g005, g007, g019, g034, g102
F18	<p>QUOTATIONS, PROPOSALS AND TENDERS</p> <p>Records relating to the purchasing process, such as tender submissions, quotes, proposal forms, bid analysis and reports recommending awards. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-Qualifications, scoring sheets and pricing, and all documentation regarding the selection process.</p> <p>Excludes: Successful quotations, tenders, etc. resulting in contract (L04, L14)</p>	Clerk's Originating	7	g006, g007
F20	<p>RESERVE FUNDS</p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>	Finance	E+7	E=closure of account V g069



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
F21	<p>CASH RECEIPTS</p> <p>Includes records regarding the generation of revenues from unsolicited payments such as development charges and building code fees, dog tags, licensing, transit passes, parking permits, bylaw infractions, facility rentals, etc. Also includes proof of payment for AR invoices.</p> <p>Excludes: Accounts Receivable (F02), Tax Rolls and Payments (F22)</p>	Finance	7	PIB
F22	<p>TAX ROLLS AND RECORDS</p> <p>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. Includes correspondence related to tax collection and supporting documentation.</p> <p>Excludes: Accounts Receivable (F02), Cash Receipts (F21), Correspondence related to tax issues that are not of a long-term importance (F02)</p>	Clerk's Finance	p**	PIB, V g007, g014, g068, g095, g161
F24	<p>TRUST FUNDS AND SPECIAL HOLDING ACCOUNTS</p> <p>Includes records regarding funds established by the municipality for money held in trust, such as bequests, and fund accounting records, bank statements, banking instructions and fund audit records.</p>	Originating	E+7	E= closure of fund PIB, V
F25	<p>SECURITY DEPOSITS</p> <p>Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).</p>	Finance	E+7	E= Closure of account V g006, g007
F27	<p>REGULATORY REPORTING - FINANCIAL</p> <p>Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, Health Tax Assessments, and the Ministry of Municipal Affairs Financial Information Return (FIR) that collects municipal services data on an annual basis as a part of the FIR.</p>	Finance	7	V g018, g067, g113



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
F28	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	Finance	10**	g128



Human Resources Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
H01	<p>ATTENDANCE AND SCHEDULING</p> <p>Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as on-call schedules and any changes made to on-call scheduling including cancellations, driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.</p> <p>Excludes: Individual Time Sheets (F16), Vacation Time and Pay (F16)</p>	Originating	3	PIB, V g035, g050
H02	<p>BENEFITS PROGRAM</p> <p>Includes brochures, rates, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information on Employer Health Tax.</p> <p>Excludes: Payroll (F16), Individual Pension and Benefit records (H10), quotes (F18)</p>	Human Resources	S	-
H03	<p>EMPLOYEE RECORDS</p> <p>Includes records regarding the employment history of municipal employees, volunteers, council, and committee and local board members. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, background checks, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked, firefighter hazardous exposure records. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid; and training records such as working at heights and service station operations training and training certificate.</p> <p>Excludes: Grievances (H14), Harassment (H15), Health & Safety Training (H04), Pension entitlement records including opt-in and opt-out forms (H10), Claims (H13)</p>	Human Resources	E+7	E = date employee ceased to be employed by employer Firefighter employee records: E+80 PIB, V g035, g045, g073, g077, g103, g114, g139, g148



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
H04	<p>HEALTH AND SAFETY</p> <p>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.</p> <p>Excludes: Accidents of the Public (P05), Lost-time reports and claims (H13), Health & Safety Committee Minutes (A02)</p>	Originating	3	<p>PIB</p> <p>g045, g059, g073, g076, g077, g078, g104</p>
H07	<p>LABOUR RELATIONS</p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p>Excludes: Collective Agreement (L04)</p>	Human Resources	E+10**	<p>E= Expiry of contract</p> <p>V</p> <p>g013</p>
H08	<p>ORGANIZATION DESIGN</p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts and corporate structures.</p> <p>Excludes: Job Descriptions (H09)</p>	Human Resources	5**	-
H09	<p>SALARY PLANNING</p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, job descriptions, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.</p> <p>Excludes: Employee Records (H03)</p>	Human Resources	P	-



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
H10	<p>PENSION AND BENEFITS RECORDS</p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current, past, and retired personnel, including registration/enrolment records and eligibility and opt-out records for part-time staff.</p> <p>Excludes: Deductions for pensions (F16), General information on pension plans (H02), Payments made to OMERS (F01)</p>	Human Resources	E+7	E= Termination of employee Opt-in/out forms for Part Time Staff = E+15 PIB, V g001, g088
H11	<p>RECRUITMENT</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p>Excludes: Successful applications and employment contracts (H03)</p>	Human Resources	1	PIB, V g071
H12	<p>TRAINING AND DEVELOPMENT</p> <p>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.</p> <p>Excludes: Individual Employee Training Records (H03)</p>	Originating	7**	g045, g073, g139, g148
H13	<p>CLAIMS</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report.</p> <p>Excludes: Non lost-time incidents or accidents (H04), Self-insured STD (H04)</p>	Human Resources	E+3	E = Resolution of claim Hazardous Exposure Claims: 40 years from resolution PIB, V g078, g104, g114
H14	<p>GRIEVANCES</p> <p>Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Includes Human Rights complaints.</p> <p>Excludes: Harassment & Violence (H15)</p>	Human Resources	E+10	E = Resolution of claim PIB, V g013, g104, g054



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
H15	<p>HARASSMENT AND VIOLENCE</p> <p>Includes records dealing with harassment and/or violence complaints involving employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Includes Human Rights complaints</p> <p>Excludes: Grievances (H14), Abuse investigation records not involving staff (P05)</p>	Human Resources	E+5	E = Resolution of complaint PIB, V g054, g059, g120
H19	<p>DISABILITY MANAGEMENT</p> <p>Includes all records related to occupational and non-occupational injuries and illnesses. Includes medical notes and health records from doctors, accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.</p> <p>Excludes: Hazardous Exposure medical records (H03)</p>	Human Resources	E + 5	E = accommodation no longer required/leave expired/leave required or last day of employment PIB, V g010, g054, g078, g079, g103, g104, g114
H20	<p>CONFINED SPACES</p> <p>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 exists.</p> <p>Excludes: Staff training certificates (H03), Training programs and materials (H12)</p>	Originating	5	g075



Legal Affairs Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
L01	<p>APPEALS AND HEARINGS</p> <p>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.</p> <p>Excludes: Litigation (L02, L03), Harassment & Violence (H15)</p>	Clerk's	E+15	<p>E= Resolution of claim and all appeals</p> <p>PIB, V g059, g060, g068, g089, g090, g120</p>
L02	<p>CLAIMS AGAINST THE MUNICIPALITY</p> <p>Includes all litigation and insurance claims made by other parties against the municipality. Includes Solicitor advice and opinions.</p> <p>Excludes: Appeals and Hearings (L01)</p>	Clerk's Finance	E+15	<p>E= Resolution of claim and all appeals</p> <p>PIB, V g017, g056, g059, g060, g089, g120, g162</p>
L03	<p>CLAIMS BY THE MUNICIPALITY</p> <p>Includes all litigation and insurance claims made against other parties by the municipality. Includes Solicitor advice and opinions.</p> <p>Excludes: Appeals and Hearings (L01)</p>	Clerk's Finance	E+15	<p>E= Resolution of claims and all appeals</p> <p>PIB, V g017, g120, g056</p>
L04	<p>CONTRACTS AND AGREEMENTS - UNDER BY-LAW</p> <p>Includes all agreements entered by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.</p> <p>Excludes: Office Equipment Maintenance Agreements (L14), Contracts regarding land (L07), Insurance Policies (L06), Line fence agreements (P01), Offers of Employment/Employment contracts (H03)</p>	Clerk's	E+15**	<p>E=expiry of contract, extensions, amendments, easement, encroachment, or warranty period. Subdivision & Site Plan Agmts = P</p> <p>V g017, g060, g068</p>



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
L05	<p>INSURANCE APPRAISALS</p> <p>Includes appraisals of municipal property for insurance purposes.</p>	Finance	E+15	<p>E= After a new appraisal has been done</p> <p>V g060</p>
L06	<p>INSURANCE POLICIES</p> <p>Includes municipal insurance policy documents, such as vehicle, liability, theft, life and fire insurance.</p> <p>Excludes: Employee Group Insurance (H02), Third Party Contracts (L04), Insurance Claims (L03)</p>	Clerk's	E+15	<p>E= Expiry of policy</p> <p>PIB, V g060</p>
L07	<p>LAND ACQUISITION AND SALE</p> <p>Records regarding the purchase, sale or transfer of municipally owned property. Includes real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds including underground storage abandonment records, expropriation plans, purchase letters and appraisals.</p> <p>Excludes: Tax sales (F22), Site Plan and Subdivision Agreements (L04), Rejected offers of purchase that result in failure to purchase and/or sell (M04)</p>	Clerk's	E+10**	<p>E= Sale of Property by municipality or closure of file due to incomplete sale.</p> <p>Renewable Energy Projects – see g145</p> <p>PIB, V g058, g095, g133, g153</p>
L08	<p>LEGAL OPINIONS</p> <p>Includes copies of opinions and briefs prepared by the municipality's legal counsel on general, unique, and isolated issues that do not relate to a specific project and/or incident. Includes routine response to legal inquiries.</p> <p>Excludes: Solicitor advice for on-going legal issues/matters (L02, L03), Project/Incident-specific legal advice (filed with project/incident)</p>	Originating	2**	-
L12	<p>VITAL STATISTICS</p> <p>Records relating to the reporting of vital statistics (deaths and marriages) to the Ontario Registrar.</p> <p>Excludes: Population Statistics (D01)</p>	Clerk's	p**	PIB g066



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
L13	<p>PROSECUTIONS</p> <p>Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Includes Part 1, 2, 3's. Includes Certificate of Offence and Certificate of Convictions, requests for information from individuals in preparation for court cases, and control lists/justice reports from Municipal and Provincial agencies such as police, M.T.O. and M.N.R.</p> <p>Excludes: By-Law Enforcement (P01), Appeals and Hearings (L01)</p>	Originating	7	PIB g022, g023, g024, g025 g059, g060, g093
L14	<p>CONTRACTS AND AGREEMENTS - SIMPLE</p> <p>Includes contracts and agreements which do not require by-law approval, facility rentals and marina contracts, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, photo release agreements, campground registrations, marina space rentals, summer camp registrations, vehicle leases. Also includes consents required under The Canadian Anti-Spam Legislation (CASL).</p> <p>Excludes: Contracts and Agreements Under By-Law (L04), Line Fences agreements (P01); Sale of municipal property agreements (L07), Offers of Employment/Employment contracts (H03)</p>	Clerk's	E+2**	E = Expiry of contract PIB, V g017, g059, g130



Media & Public Relations Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
M01	<p>ADVERTISING</p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <p>Excludes: News Releases (M06), Recruitment (H11), Elections (C07), Tourism (D06)</p>	Originating	2	g017
M02	<p>CEREMONIES AND EVENTS</p> <p>Includes records regarding participation and organization in special events, conferences, seminars, guest speakers, grand openings/re-openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.</p> <p>Excludes: Permit to hold event (P11), Attendance of staff at conferences/seminars (A04)</p>	Originating	5**	PIB
M03	<p>FUNDRAISING AND SPONSORSHIP CAMPAIGNS</p> <p>Includes records regarding the raising of funds and donations for specific municipal initiatives and/or programs. Includes donor lists and contact information, advertisements and promotional material, etc. Also includes records relating to municipal sponsorship of non-municipal community events and activities.</p> <p>Excludes: Receipts (F02, F21), Revenues (F21)</p>	Finance	5	PIB
M04	<p>COMPLAINTS</p> <p>Includes records relating to the receipt, management, and resolution of formal and informal complaints and concerns received from the public.</p> <p>Excludes: Accessibility of Records (Freedom of Information) requests (A17), Grievances or harassment/violence complaints by or against employees, human rights complaints (H14, H15), by-law enforcement (P01), inspections (P06)</p>	Originating	5	PIB g121, g154



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
M06	<p>PUBLIC RELATIONS</p> <p>Includes internal/external communications to large scale audiences. Includes background notes and final versions of press releases, public notices, media alerts, newsletters issued. Includes messages for inclusion in special event programs.</p> <p>Excludes: Declared Emergency Response news releases (P03), complaints, inquiries (M04)</p>	Originating	15**	-
M07	<p>PUBLICATIONS</p> <p>Includes printed copies and related records regarding the publication of tourism information, program and services pamphlets, events, industrial and/or business directories, and maps. May include annual reports of a non-financial nature.</p> <p>Excludes: Website and social media content (M10)</p>	Originating	3**	g134
M08	<p>SPEECHES AND PRESENTATIONS</p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p>Excludes: Press Releases (M06)</p>	Originating	5**	-
M09	<p>BRAND IDENTITY AND INSIGNIA</p> <p>Includes records regarding branding and which apply to graphic designs as part of a Brand Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</p>	Originating	P**	g134, g136
M10	<p>WEBSITE AND SOCIAL MEDIA CONTENT</p> <p>Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.</p>	Originating	2	g059
M11	<p>PUBLIC ENGAGEMENT</p> <p>Includes programs designed for public awareness and engagement.</p>	Originating	5**	-



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
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.	Clerk's	E + 5	E = copyright, patent or trademark expired or last use g134, g135, g136

Protection & Enforcement Services Records

P – Permanent S – Superseded E – Event V – Vital PIB – Personal Information Bank ** - Archival Review



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
P01	<p>BY-LAW ENFORCEMENT</p> <p>Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, fire works, hydrants, open air burning, fire routes.</p> <p>Excludes: Health & Fire Inspections (P06), Environmental Monitoring (E05), Prosecutions (L13), Animal Control Enforcement (P14), Lottery license Enforcement (P09)</p>	Originating	E+10**	E = closure of file PIB g059, g089 g093
P02	<p>DAILY OCCURRENCE LOGS</p> <p>Includes daily occurrences logs maintained by the Chief Building Official, By-law Officers.</p>	Originating	5**	PIB
P03	<p>EMERGENCY PLANNING AND RESPONSE</p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, news releases, etc.</p>	Fire	E + 7**	E = expiry of plan V g144
P04	<p>HAZARDOUS MATERIALS</p> <p>Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Safety Data Sheets (SDS), and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as annual reports on pesticide use and environmental spills.</p> <p>Excludes: Staff Safety Training (H04), Personal exposure (H03), pest management work orders (A20, R04)</p>	Originating	S+7	g076, g121, g140, g142, g143, g149
P05	<p>INCIDENT/ACCIDENT REPORTS</p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Also includes abuse investigations not involving employees, extracted footage of incident from security systems/CCTV for these events.</p> <p>Excludes: Security (A18), Accidents of Municipal Staff (H04), Compensation claims and vehicle accidents (L02, L03), Abuse involving employees (H15)</p>	Originating	5	PIB g120



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
P06	<p>BUILDING AND STRUCTURAL INSPECTIONS</p> <p>Includes building and structural tests and inspections. Also includes plumbing and sprinkler systems; fire alarm circuits, fire door and portable fire extinguisher inspections, power supply and system; fire suppression systems; electrical; HVAC, heating/cooling systems, gas/CO2 alarms, life safety systems, and other structural inspections, records of notices/orders. Includes initial fire alarm system tests and corrective measures. Includes job site equipment set-up, layout, safety record inspections where applicable.</p> <p>Excludes: By-Law Enforcement (P01)</p>	<p>Building</p> <p>Fire</p>	15	<p>Initial fire alarm system tests and corrective measures = life of system</p> <p>g015, g045, g046, g060, g073, g075</p>
P09	<p>LICENCES</p> <p>Includes records regarding licences administered by or required by the municipality, or required by the province, licensing for dog kennels, dogs, liquor, businesses, itinerant, lotteries, taxi, etc. Second-hand goods, taxi, refreshment, etc.</p> <p>Excludes: Marriage Licences (L12), elevator licenses (A20)</p>	Clerk's	E+4	E= Expiry of licence PIB, V
P10	<p>BUILDING PERMITS</p> <p>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.</p> <p>Excludes: All other permits (P11)</p>	Building	P	PIB g090
P11	<p>PERMITS – OTHER</p> <p>Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, burn permits, fireworks sales and display, transport oversize loads, erect signs, park on the street, etc.</p> <p>Excludes: Building Permits (P10), Encroachment Permits (D16), Road and lane opening/closings (T04, T06)</p>	Originating	E+2	E= Expiry of permit PIB



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
P14	<p>ANIMAL CONTROL</p> <p>Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distraised animals and pound animal records.</p> <p>Excludes: Dog Licenses (P09)</p>	Originating	E+2	E = date animal was last in custody PIB g012, g092
P15	<p>COMMUNITY PROTECTION PROGRAMS</p> <p>Includes records on community protection and crime prevention such as Community Policy, Victim Services, Neighbourhood Watch and Block Parents, TAPP-C. 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.</p>	Originating	5**	TAPP-C participant files – 18 PIB g071
P18	<p>FIRE ACCIDENT RESPONSE REPORTS</p> <p>Includes records relating to emergency services provided such as fire suppression and emergency call response. Includes emergency response reporting, fire call reports and fire cause identification. 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 marshal office investigation and other reports.</p>	Fire	E+15	E = closure of investigation/final report PIB
P20	<p>PROHIBITIONS & NOTICES</p> <p>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.</p>	Originating	15	g016
P21	<p>FACILITIES ROUTINE WATER USE, MONITORING AND TESTING</p> <p>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, or breakdowns of equipment.</p>	Community Services	2	g049



Recreation & Culture Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
R01	<p>HERITAGE PRESERVATION</p> <p>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.</p> <p>Excludes: Historical Designation By-Laws (C01), Natural heritage preservation (D05, R04)</p>	Planning	P**	g080, g081
R04	<p>PARKS, BEACH, SHORELINE AND HARBOUR MANAGEMENT</p> <p>Includes correspondence, descriptions, reports and other records dealing with the management, maintenance and preservation of natural features in municipal parks, Cobourg Beach, Cobourg Harbour and shorelines under Cobourg’s authority. Includes records relating to landscaping design, tree planting, monitoring and pruning records, harbour dredging, beach grooming, trail maintenance. Also includes work orders relating to invasive species/pest management removal efforts and job site equipment set-up, layout, safety records.</p> <p>Excludes: Marina and campground facility renovations, management and bookings (A19, A20, A21), Facility construction & renovation (A20), Pier Maintenance and Construction (T04) Natural Resources Planning (D05), Gasoline storage tank installations and maintenance (E23)</p>	Community Services	10**	Playground equipment maintenance = 15 g073, g089
R06	<p>RECREATIONAL PROGRAMMING</p> <p>Includes correspondence, applications, 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.</p> <p>Excludes: Registrations and photo releases (L14)</p>	Originating	5**	g071



Transportation Services Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
T01	<p>ILLUMINATION</p> <p>Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian crossover lights, etc. Also includes records on power consumption.</p> <p>Excludes: As-built drawings and Specifications (A27)</p>	Public Works	E+2	E= Removal of equipment
T02	<p>PARKING</p> <p>Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.</p>	Public Works	15	-
T03	<p>PUBLIC TRANSIT OPERATIONS</p> <p>Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, intergovernmental transit co-ordination. Accessible transportation application and approval.</p>	Public Works	5	-
T04	<p>ROAD & BRIDGE CONSTRUCTION</p> <p>Includes estimates, studies and other records regarding the design, planning, and construction of road and bridge projects. Includes the construction of new roads and bridges and improvements to existing roads and bridges, such as resurfacing, widening, curbs and sidewalks, cycle paths, footpaths and walkways, etc. Includes job site set-up and safety records.</p> <p>Excludes: Routine Road Maintenance (T06), As-Built Drawings and Specifications (A27).</p>	Public Works	E+5**	E = project finished and warranty period expired g036, g073
T06	<p>ROAD & BRIDGE MAINTENANCE</p> <p>Includes records regarding the routine maintenance of roads and bridges. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycleways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and salting of roads, snow removal and cleaning. Includes job site set-up, inspection and safety records.</p> <p>Excludes: Salt Usage Program training materials and staff training records (H03, H08), Salt Management Plan and usage reports/studies (D03).</p>	Public Works	P	Job site set-up, inspection and safety records = 1 year from project completion g139, g008, g016, g068, g073, g146, g156



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
T07	SIGNS AND SIGNALS Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Includes job site set-up, inspection and safety records (H04) Excludes: Visual Identity Program (M09), Sign Permits (P11)	Public Works	10	g073
T08	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes pedestrian crossovers, crossing guards, traffic counts, and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: Permits for temporary closure (P11)	Public Works	E+10	E = project finished



Vehicle & Equipment Records

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
V01	<p>FLEET MANAGEMENT</p> <p>Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, hours of service, trip reports, ignition interlock device installation, and vehicle maintenance, registration and disposal.</p> <p>Excludes: Insurance Policies (L06), Accident Claims (L02, L03), Leases/Contracts (L04, L14)</p>	Originating	E + 2	E = termination of lease or disposal of equipment g050, g094, g130, g074
V02	<p>MOBILE EQUIPMENT</p> <p>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.</p>	Originating	E+2	E= Disposal of equipment g074
V03	<p>TRANSPORTABLE EQUIPMENT</p> <p>Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine and annual inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.</p>	Originating	E+2	E = Disposal of equipment g074
V04	<p>PROTECTIVE EQUIPMENT</p> <p>Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as rescue equipment, breathing apparatus, breathing tanks, down alarms, harnesses, etc.</p> <p>Excludes: Uniforms and Clothing (A06), portable fire extinguishers (H04, P06)</p>	Originating	E+2	E = Disposal of equipment g074, g075



Records Classification & Retention Schedule 2020

Class Code	Record Series & Description	Responsible Department	Total Retention	Exceptions, Notes & Citations
V05	<p>ANCILLARY EQUIPMENT</p> <p>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.</p> <p>Excludes: Gasoline storage tanks (E24), Mechanical & operational systems integral to building structure (A26), Private/small water systems (A26)</p>	Originating	E+2	E = Disposal of equipment g074, g157

Federal Citation Table

P – Permanent S – Superseded E – Event V – Vital PIB – Personal Information Bank ** - Archival Review



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g001 Canada Pension Plan Event + 6 years (Event = end of year for which records and books of account are kept or end of appeal period.)	FHR-CPP-2 — Canada Pension Plan Records	Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253.	Event + 6 years (Event = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.)
	FHR-CPP-7 — Record of Earnings Error Claims — Limitation Period	Canada Pension Plan, R.S.C. 1985, c. C-8, ss. 97(1), (3); as am. R.S.C. 1985, c. 30 (2nd Supp.), s. 50; as am. S.C. 1995, c. 33, s. 41	Event + 4 years (Event = End of year entry made)
	FHR-CPP-9 — Offence Prosecutions— Limitation Period	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 103.(1)	Event + 5 years (Event = Time subject matter of prosecution arose)
	IC78-10R5 books, records, and their related accounts and source documents	Income Tax Act, ss.230, ss.230.1 Income Tax Regulations, CRC, c.945, ss5800 Employment Insurance Act, s.87 Canada Pension Plan, s.24 interpretation based on Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction June 2010, para.24, 25.	six years from the end of the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred and the record was created)
g005 Employment Insurance Event + 6 years (Event = End of year for which kept or time for filing a further appeal has expired)	FHR-Em.Ins.-10	Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267.	Event + 6 years (Event = End of year for which kept; or until written permission given by Minister or until appeal disposed of or time for filing a further appeal has expired)
	FHR-Em.Ins.-11	Employment Insurance Act, S. C. 1996, c. 23, ss. 102.(1), (4); as am. S. C. 1999, c. 17, s. 135.(e); as am. S. C. 205, c. 38, s. 138.(g)(v).	Event + 5 years (Event = Subject matter of information or complaint arose)
	FHR-Em.Ins.-13	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2), (4)(b)	Earliest of: Earliest of: 1 year or Event = copy is requested by the Commission or by person
	FHR-Em.Ins.-14— Employers—Records of Employment	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2), (3), (3.1), (5), (6); as am. SOR/2009-96, s. 1; s. 55.1; as am. SOR/2009-187, s. 1	6 years
	FHR-Em.Ins.-2 — Benefit Claimant Recoverable Debts—Limitation Period	Employment Insurance Act, S. C. 1996, c. 23, ss. 47.(1),(3),(4); as am. S. C. 2001, c. 5, s. 8.	Event + 6 years (72 months) (Event = day on which liability arose as long as no pending appeal or other review of a decision establishing liability.)
	FHR-Em.Ins.-9 — Employment Insurance Assessment-Limitation Period	Employment Insurance Act, S. C. 1996, c. 23, s. 85.(3).	Event + 3 years (Event = end of year in which any premium should have been paid, unless misrepresentation or fraud)
	IC78-10R5	Income Tax Act, ss.230, ss.230.1 Income Tax Regulations, CRC, c.945, ss5800 Employment Insurance Act, s.87 Canada Pension Plan, s.24 interpretation based on Canada Revenue Agency, Income Tax Information Circular, IC78-	six years from the end of the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred and the record was created)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
		10R5 Books and Records Retention/Destruction June 2010, para.24, 25.	
g006 Excise Tax 6 years after end of tax year to which GST/HST calculations apply and no tax payment outstanding	FF-Exc.Tx.-4— Excise Tax Records and Books of Account	Excise Tax Act, R. S. C. 1985, c. E-15, s. 98.(1), as am. R. S. C. 1985 (1st Supp.), c. 15, s. 36; as am. R. S. C. 1985 (2nd Supp.), c. 7, s. 45.(1); ss. 100.(2) to (4); as am. S. C. 2002, c. 22, s. 386.	Event + 6 years (Event = End of calendar year for which records kept; or until written permission for prior disposal by Minister given; or longer if appeal)
	FF-Exc.Tx.-56— Tax Debt Claims—Limitation Period	Excise Tax Act, R.S.C. 1985, c. E-15, ss. 82.(2) to (2.3), (2.6) to (3); as am. S.C. 2010, c. 25, s. 131	Event + 10 years (Event = Applicable day)
	FF-Exc.Tx.-75— Sales of Personal Property by Non-Registrant Municipality Applications for Rebates—Limitation Period	Excise Tax Act, R.S.C. 1985, c. E-15, s. 257.1.(2)	Event + 2 years (Event = Day consideration for supply became due or was paid)
	GST/HST return filer	Excise Tax Act, R. S. C. 1985, c. E-15, ss 286(3.1) interpretation based on Canada Revenue Agency, GST/HST Memoranda Series Chapter 15.1 General Requirements for Books and Records, June 2005	6 years after record no longer needed for GST/HST calculations required by the Act(which may not be the year when the transaction occurred and the record was created) - Required to keep records in electronic format if they are created in electronic format
	FF-Exc.Tx.-12	Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282	Event + 6 years (Event = End of year to which relate or such other period as may be prescribed in Canada)
	FF-Exc.Tx.-1— Assessment Period Liability – Limitation Period	Excise Tax Act, R. S. C. 1985, c. E-15, ss. 298.(1)(f),(4.1)(a); as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1993, c. 27, s. 131.(2); as am. S. C. 2000, c. 30, s. 89.(1)	Event + 4 years (Event = Person liable/person paid or remitted the amount; as applicable)
g007 Income Tax Event + 6 years (Event = end of last taxation year to which records and books of account relate, or year return filed, as long as no other exceptions apply). Required to keep records in electronic format if they are created in electronic format	FF-In.Tx.-13 — Taxpayer Records	Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.), s. 230; as am. S.C. 1994, c. 21, s. 105; as am. S.C. 1998, c. 19, s. 227; as am. S.C. 2011, c. 24, s. 70; as am. S.C. 2013, c. 34, s. 352(F)	Event + 6 years (Event = End of last taxation year records and books of account relate to; or year return filed, as long as no other exceptions apply)
	FF-In.Tx.-8 — Qualified Donees — Gift Records	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800.(1)(f); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F))	Event + 2 years (Event = End of last calendar year receipts relate to)
	FF-In.Tx.-44 — Tax Actions — Limitation Period	Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), ss. 222.(3), (4), (5), (8) to (10); as am. S.C. 2004, c. 22, s. 50	Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)
	IC78-10R5 books, records, and their related accounts and source documents	Income Tax Act, ss.230, ss.230.1 Income Tax Regulations, CRC, c 945, ss5800 Employment Insurance Act, s.87 Canada Pension Plan, s.24 interpretation based on Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction June 2010, para.24, 25.	six years from the end of the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred and the record was created)
	OAF-HPP-15 — Food Premises Operators — Food Purchase Records	Food Premises Regulation, under the Health Protection and Promotion Act, O. Reg. 493/17, s. 29(2)	Event + 1 year (Event = Purchase date)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g008 Canadian Environmental Protection Act, 1999 – Limitations Date events occur or: date becomes evident to Minister + 5 years	FENV-Ev.Pr.-25— Substance Release into Water Claims—Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 180.(7)	Event + 5 years (Event = Later of: Date events occur or: date becomes evident to Minister)
	FENV-Ev.Pr.-26— Environmental Release Claims—Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 215	Event + 5 years (Event = Later of: date events occur or: date Minister becomes aware of)
	FENV-Ev.Pr.-27— Environmental Protection Compliance Orders—Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 240.(7)	Event + 5 years (Event = Later of: Date events occur or date: become evident to Minister)
	FENV-Ev.Pr.-29— Environmental Emergency Claims—Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 203.(7)	Event + 5 years (Event = Later of: Date events occur or: date becomes evident to Minister)
g010 Accessibility for Ontarians with Disabilities Act, 2005 5 years	OPM-AOD-13 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Multi-Year Accessibility Plans	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1)	
g012 Animals for Research Act Last date in pound + 2 years	OAF-An.Rs.-1 — Animal Pound Operators — Animal Records	Pounds Regulation	Event + 2 years (Event = date animal was last in the pound)
g013 Arbitration Act, 1991 Event = award received + 10 years	OLA-Arbi.-1 — Arbitration Enforcements — Limitation Period	Arbitration Act, 1991, S. O. 1991, c. 17, s. 52.(3)	Later of: December 31, 2018 And: Event + 10 years (Event = Day award received or: application determined; as applicable)
g015 Building Code Offence 1 year after facts became known	OCON-BI.Cd.-15 — Building Code Act Offence Prosecutions — Limitation Period	Building Code Act, 1992, S.O. 1992, c. 23, s. 36.(8), (8.1); as am. S.O. 2009, c. 33, Sched. 21, s. 2.(9)	Event + 1 year (Event = Facts first came to knowledge of officer or chief building official; as applicable)
g017 Consumer Protection Act, 2002 2 years	OBS-Cn.Pr02-2 — Offence Prosecutions — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 116(2)	Event + 2 years (Event = Facts first became known to Director)
g019 Courts of Justice Act - Garnishment 6 years	OJPP-Cr.Js.-33 — Notice of Garnishment Extension Orders — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.1); as am. O. R. 393/09, s. 20	Event + 6 years (Event = Order made; unless leave of court)
	OJPP-Cr.Js.-34 — Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.2),(2.3); as am. O. R. 393/09, s. 20	Event + 1 year (Event = Date order granting leave to issue made)
	OJPP-Cr.Js.-35	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(5.1),(5.2); as am. O. R. 393/09, s. 20	Event + 6 years (Event = Date of issue or renewal)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g022 Part I - Accident and Careless Driving offences Paid and end of current year + 6 years	CD-2 — Part I Certificates of Offence - Accident and Careless Driving offences	POA Information Services website	Paid and end of current year + 6 years
g023 Part III Paid and end of current year + 6 years	CD-2 — Part III Informations	POA Information Services website	Paid and end of current year + 6 years
g024 Part 1 - excluding Accidents and Careless Driving offences Paid and end of current year + 2 years	CD-4R1 — Part 1 Certificates of Offence - excluding Accidents and Careless Driving offences	POA Information Services website	Paid and end of current year + 2 years
g025 Court Dockets Current year + 3 years	CD-5 — Court Dockets	POA Information Services website	Current year + 3 years
g034 Employer Health Tax Act 6 years	OLA-EHT-1 — Employer Health Tax Act Offence Prosecutions — Limitation Period	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37.	Event + 6 years (Event = Date offence was/alleged committed)
g035 Employment Standards Act, 2000 3 years	OHR-Em.St2000-22 — Excess Work Hours Employer Employee Agreements	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.(8), 16; as am. S.O. 2004, c. 21, s. 2, 3	Event + 3 years (Event = Last day work performed under agreement)
	OHR-Em.St2000-3 — Employers — Employee Records / Date of Birth	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 2, 15.(5) par. 2; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = earliest of: employee's 18th birthday or date employee ceased to be employed by employer)
	OHR-Em.St2000-4 — Employers — Employment Records / Date Employment Started	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.(1) par. 3, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = date employee ceased to be employed by employer)
	OHR-Em.St2000-5 — Employers — Employee Number of Hours Worked Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.(1) par. 4, (3), (5) par. 3; s. 16; as am. S.O. 2004, c. 21, s. 3 further amended	Event + 3 years (Event = Date (day or week) to which information relates)
	OHR-Em.St2000-6 — Employers — Wage Statements and Termination Pay Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1 par. 5; s. 15.5 par. 4; s. 16; as am. S.O. 2004, c. 21, s. 3	Event + 3 years (Event = Information given to employee)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OHR-Em.St2000-8 — Employers — Leave Notices, Certificates, Correspondence and Documents	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7); as am. S.O. 2006, c. 13, s. 3(1); as am. S.O. 2007, c. 16, Sched. A, s. 2; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2009, c. 16, s. 1	Event + 3 years (Event = Day leave expired.)
	OHR-Em.St2000-2 — Employers — Employee Name and Address Records	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 1, 15.(5) par. 1 & 2; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = date employee ceased to be employed by employer)
g037 Environmental Protection Act – Waste & waste transportation (excludes hazardous waste and compost) 2 years	OENV-Ev.Pr.-22 — Generator — Waste Disposal Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 18(8), (9)	2 years.
	OENV-Ev.Pr.-26 — Generators — Waste Transportation Manifests Copy 2 (Green)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 24(4), (4.1)(a), (b), (5); as am. O. Reg. 501/01, s. 8(1); as am. O. Reg. 337/09, s. 14.	2 years; at generator’s head office and at waste generation facility
	OENV-Ev.Pr.-31 — Generator — Waste Transportation Manifests Copy 6 (Brown)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 27(5), (5.1); as am. O. Reg. 501/01, s. 11(3)	2 years
	OENV-Ev.Pr.-365 — Waste Management Generators — Paper Manifest Copy 2 (Green)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 23(2), (2.1); as am. O. Reg. 558/00, s. 3; as am. O. Reg. 501/01, s. 7; as am. O. Reg. 337/09, s. 13(1)	2 years; at waste generation facility and at head office of generator
	OENV-Ev.Pr.-375 — Hazardous Waste Generators — Transfer Compliance Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 84(5), (6); as am. O. Reg. 461/05, s. 20	2 years; at generation facility
g042 Environmental Protection Act – Hazardous Waste Sites Depot ceases to operate + 2 years			
g045 Fire Protection and Prevention Act, 1997 2 years	OS-Fir.PP-33 — Fire Drill Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.3.4; as en. O. Reg. 275/14, s. 3	Event + 1 year (12 months)(Event = Fire drill)
	OS-Fir.PP-38 — Storage Tank Leak Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B Part I, ss. 1.1.2.1 to 1.1.2.3; Part IV, s. 4.3.15.2; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-39 — Liquid Gain or Loss Measurements for Storage Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part IV, ss. 4.3.16.1(3), (4), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OS-Fir.PP-42 — Piping Systems for Flammable Liquids or Combustible Liquids Documentation	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part IV, s. 4.4.6.2, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-57 — Tests Records of Devices, Components and Circuits of Fire Alarm Systems	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.2(4), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-58 — Test Records of Fire Alarm Monitoring Signals	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.2(5), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-59 — Power Supply Weekly Checks	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.6(6)	0.5 years (6 months)
	OS-Fir.PP-60 — Power Supply Monthly and Annual Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.6(7), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-62 — Hydrant Operations Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.6.5.8, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-63 — Emergency Electrical Power Supply Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3	Event = Shall be maintained as required in CSA-C282, “Emergency Electrical Power Supply for Buildings”
	OS-Fir.PP-65 — Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.8.2.2, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	OS-Fir.PP-83 — Fire Safety Plan Current, Immediately Preceding Supervisory Staff Training Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.2.1(3), (6), (7); as en. O. Reg. 150/13; s. 2.8.2.1(3), (7), (8); as en. O. Reg. 256/14, ss. 35, 440	Event + 2 years (Event = Prepared; in building; including most recent and previous)
	OS-Fir.PP-86 — Group Living Residence or Intensive Support Residence — Inspection Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1(2), 1.1.2.2(1); as re-en. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Prepared; at building to which relates; including most recent and immediately preceding test or inspection)
	OS-Fir.PP-29 — Operational Procedures, Tests and Corrective Measures Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 150/13, s. 2	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g046 Fire Protection and Prevention Act, 1997 – Initial Fire Protection System Testing Reports Life of system	OS-Fir.PP-72 — Approved Alternative Solutions	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division C, ss. 1.3.2.5(1), (2)	Event = Shall be retained for as long as necessary to demonstrate compliance with this Code and Building Code, and to be kept on premises to relate and available to Chief Fire Official request.
	OS-Fir.PP-76 — Fire Protection Systems — Test, Corrective Measure or Operational Procedure Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, s. 1.1.2.2	Event = Shall be retained throughout life of systems.
g049 Health Protection and Promotion Act 1 year	OMUN-HPP-1 — Daily Pool Records	Public Pools Regulation, under the Health Protection and Promotion Act, R. O. 1990, R. 565, ss. 8, 9.	1 year
	OMUN-HPP-4 — Monthly Water Outlet Cover Inspection Records	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, s. 16.1.(2); as am. O. Reg. 394/94, s. 1; as am. O. Reg. 58/96, s. 1; as am O. Reg. 494/17, s. 12	1 year
	OAF-HPP-13 — Food Premises Operators — Pest Control Measure Records	Food Premises Regulation, under the Health Protection and Promotion Act, O. Reg. 493/17, s. 13(2)	1 year
g050 Highway Traffic Act 1 year	OMV-Hi.Tr.-55 — Operators — Driver’s Daily Inspection Reports	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. Reg. 199/07, ss. 9(3), 15	0.5 years (6 months)
	OMV-Hi.Tr.-90 — Operators — Driver’s Daily Logs and Records	Hours of Service Regulation, under the Highway Traffic Act, O. Reg. 555/06, ss. 18(3), 25(1)(a), (b), (2)	0.5 years (6 months) at principal place of business; in chronological order
	OMV-Hi.Tr.-94 — Operators — Compliance Records	Hours of Service Regulation, under the Highway Traffic Act, O. Reg. 555/06, ss. 25(1)(b)(iii), 28	0.5 years (6 months); at principal place of business
g054 Human Rights day last used + 1 year (special program designation minimum of 5 years)	FHR-CHR-3 — Human Rights Offence Prosecutions — Limitation Period	Canadian Human Rights Act, R.S.C., 1985, c. H-6, s. 60(5)	Event + 1 year (Event = Subject matter of proceedings arose)
	FHR-CHR-6 — Complaints — Limitation Period	Canadian Human Rights Act, R.S.C., 1985, c. H-6, s. 41€	1 year; or longer as Commission considers appropriate
	OLA-Hm.Rg-3 — Applications regarding Contravened Settlements — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 45.9.(3); as en. S. O. 2006, c. 30, s. 5	Event + 6 months (Event = contravention or last of contravention in series)
	OLA-Hm.Rg-4 — Designations of Special Programs — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 45.9.(3); as en. S. O. 2006, c. 30, s. 1	Event + 5 years (Event = day issued or earlier as may be specified by Commission)
	OPM-An.Rc.-2 — Public Sector — Anti-Racism Information Human Rights 5 years	Anti-Racism Act, 2017, S.O. 2017, c. 15, ss. 6 to 11	Event = Retain for period specified in applicable data standards Or, if no such specified period: Event + 1 year (Event = Day last used by organization)
	OLA-Hm.Rg-2 — Complaints — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 34.(1); as am. S. O. 2006, c. 30, s. 5	Event + 1 year (Event = incident to which application relates or last incident in series)

P – Permanent S – Superseded E – Event V – Vital PIB – Personal Information Bank ** - Archival Review



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g055 Income Tax Act 6 years and no outstanding tax prosecutions	OF-In.Tx.-1 — Provincial Offence Tax Prosecutions — Limitation Period	Income Tax Act, R. S. O. 1990, c. l.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.	Event + 8 years (Event = Day subject matter of information/ complaint arose)
	OF-In.Tx.-2 — Income Tax Accounting Records and Books of Account [Incorporation of Federal Tax Act	Income Tax Act, R. S. O. 1990, c. l.2, s. 39; as am. S. O. 1993, c. 29, s. 2; as am. S. O. 2004, c. 16, s. 3.	Event + 6 years (Event = End of last taxation year to which records relate; at person's place of business or residence in Ontario; unless exceptions apply)
g056 Insurance Claims 2 years	OBF-Insu.-2 — Auto Insurance Proceedings Statutory Conditions – Limitation Period	Statutory Conditions — Automobile Insurance Regulation, under the Insurance Act, O. R. 777/93, Schedule, s. 9.(4).	Automobile or Contents: Event + 1 year (Event = loss) And: Persons and Other Property Event + 2 years (Event = cause of action arose)
	OBF-Insu.-4 — Fire Insurance Claims – Limitation Period	Insurance Act, R.S.O. 1990, c. l.8, s. 148(2), Stat. Cond. 14.	Event + 1 year (Event = Loss or damage occurs)
g059 Limitations Act, 2002 – General Limitation 2 years	OLA-Limi02-1 — General Limitation Period	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.	Event + 2 years (Event = Day claim discovered)
g060 Limitations Act, 2002 – Ultimate Limitation 15 years	OLA-Limi02-7 — Ultimate Limitation Period	Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2)	Event + 15 years (Event = act or omission took place)
g068 Municipal Act – Appeals 2 years	OMUN-Muni01-33 — Land Tax Repeals Applications — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, ss. 358(1)-(4), (6) to (8), (10), (13), (15); as am. S. O. 2010, c. 10, Sched. 1, s. 50(1); as am. S.O. 2017, c. 10, Sched. 1, s. 50	Event + 2 years (Event = Application filed between March 1 and December 31 of year)
	OMUN-Muni01-54— Tax Sale Inspections— Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, ss. 386.1(1), (2)(d); as am. S.O. 2002, c. 17, Sched. A, s. 159(1); as am. S.O. 2017, c. 10, Sched. 1, s. 66	Event + 2 years (24 months) (Event = Public sale)
	OMUN-Muni01-77— Second Sales—Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, ss. 380.1(1), (2); as en. S.O. 2006, c. 32, Sched. A, s. 98; as am. S.O. 2017, c. 10, Sched. 1, s. 64(1)	Event + 2 years (Event = Date of first public sale)
	OMUN-Muni01-42— Extension Agreement for Payment after Registration of Tax Arrears Certificate—Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, s. 378(1); as am. S. O. 2017, c. 10, Sched. 1, s. 61(1); s. 378(5)	Event + 1 year (Event = Registration of tax arrears certificate and before 1 year expiry)
	OMUN-Muni01-44— Notice of Tax Sale to Persons Under Section 374	Municipal Act, 2001, S.O. 2001, c. 25, s. 379(1); as am. S.O. 2017, c. 10, Sched. 1, s. 62(1)	Event + 30 days + 280 days (Event = Date tax arrears certificate registered)
	OMUN-Muni01-35 — Actions for Repayment of Rebate Overpayments — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, s. 364.(23)	Event + 2 years (Event = Application made)
g069 Municipal Elections	OMUN-Mn.E196-31 — Clerk — Financial Statements / Supplementary Statements and Auditor Reports	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 8(44); s. 88(4) to (7), (9.1); as am. S.O. 2009, c. 33, Sched. 21, s. 8(53); as am. S.O. 2016, c. 15, s. 45	Event = Shall retain until members of council or local board elected at next regular election take office



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
election year + 4 years	OMUN-Mn.EI96-42 — Municipal By-law Votes — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.3.(1),(5)	Event + 4 years (Event = day action took effect, or voting day)
	OMUN-Mn.EI96-45 — Regular Election Offence Prosecutions - Limitation period	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 94.2.(1); as en. S.O. 2009, c. 33, Sched. 21, s. 8	Event + 4 years (Event = December 1 of year regular election held)
	OMUN-Mn.EI96-46 — By-Election Offence Prosecutions — Limitation Period	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 94.2.(2); as en. S.O. 2009, c. 33, Sched. 21, s. 8	Event = December 1 of next regular election after by-election
g070 Municipal Elections Act, 1996 - ballots 120 days	OMUN-Mn.EI96-36 — Clerk - Ballots and Election Documents	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(1) to (3); as am. S. O. 2009, c. 33, Sched. 21, ss. 8.(49, 50).	Event + 4 months (120 days) (Event = election day, unless court order or recount not disposed of)
g071 Municipal Freedom of Information and Protection of Privacy Act 2 years	OMUN-MFIPP-1 — Personal Information Retained by Institutions	General Regulation, under the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, R. 823, s. 5; as am. O. Reg. 124/15, s. 1	Event + 1 year Event = Use or period set out in by-law or resolution made by institution. . .or on consent or: if information credit or debit card payment data
	OMUN-MFIPP-58 — Extended Requests — Limitation Period	Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990, c. M. 56, ss. 17.(3) to (5); as en. S. O. 2006, c. 34, Sched. C, s. 14.(2)	2 years
g073 Occupational Health and Safety Act – Construction Project completion + 1 year	OCON-OHS-12 — Constructor — Formwork/Falsework Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 89.(5)	Event + 1 year (Event = Project finished; and kept on project while in use)
	OCON-OHS-14 — Formwork/ Falsework/Re-shoring Tests	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 87.(3)(b), (4)	Event + 1 year (Event = Project finished)
	OCON-OHS-15 — Engineer’s Scaffold Certifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 127	Event + 1 year (Event = Project finished)
	OCON-OHS-16 — Constructors — Scaffold Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 130.(5)	Event + 1 year (Event = Project finished; and at project while erected)
	OCON-OHS-18 — Constructors —Platform Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 137.3(6); as en. O. Reg. 242/16, s. 11	Event + 1 year (Event = Project finished; while project on project)
	OCON-OHS-21 — Machines / Equipment / Vehicles /Tool Manuals	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 93.(4); as am. O. Reg. 145/00, s. 25.(2)	Event + 1 year (Event = Project finished; readily available on site)
	OCON-OHS-23 — Constructors — Construction Registration Forms	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 5, as am., O. Reg. 145/00, s. 3.	Event = Keep while employer is working there
	OCON-OHS-24 — Constructors — Posting and Retention of Construction Notification Form	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4 ; as am. O. Reg. 242/16, s. 3; s. 19	Event + 1 year (Event = Project finished; and kept at project)
	OCON-OHS-25 — Engineer’s Safety Net Inspections/ Tests Documentation	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9	Event + 1 year (Event = Project finished; and kept at project while net in service).



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OCON-OHS-27 Constructors - Record of Servicing, Cleaning and Sanitizing of Facilities and Facilities Location Change Documents	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 29.(9),(12); as am. O. R. 145/00, s. 15.	Event = Keep for duration of project
	OCON-OHS-28 — Employers — Traffic Protection Plan	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21	Event + 1 year (Event = Project finished; and shall be kept at project)
	OCON-OHS-38 — Employers — Multi-Tiered Load Hoisting Operation Procedures, Design Drawings, Employee Information, Deviation Information	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 103.1(6), (7), (8), (9); as en. O. Reg. 627/05, s. 3; as am. O. Reg. 142/17, s. 14	Event + 1 year (Event = Project finished; and procedures and worker ID documents shall be kept on site)
	OCON-OHS-40 — Constructors — Overhead Electrical Conductor Minimum Distance Measures and Procedures	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 188(4) to (6); as en. O. Reg. 627/05, s. 7	Event + 1 year (Event = Project finished)
	OCON-OHS-43 — Constructors — Multi-Point Suspended Scaffold Design Drawings / Deviations and Design Load Reports	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 142.4, 142.2(14), (15), (17), 142.5(2) to (4); as am. O. Reg. 85/04, s. 15; s. 19; as am. O. Reg. 242/16, ss. 12(5), 13	Event + 1 year (Event = Project finished; and shall keep specified reports, drawings and approvals on site at project)
	OCON-OHS-44— Constructors — Multi-Point Suspended Scaffold Inspection, Test, Repair, Modification, Maintenance Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 142.8(1), (2); as am. O. Reg. 85/04, s. 15; as am. O. Reg. 242/16, s. 13	Event + 1 year (Event = Project finished; and at project while scaffold there)
	OCON-OHS-48— Constructors — Hoist Platform Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 153(14), (15); as am. O. Reg. 631/94, s. 4; as am. O. Reg. 527/00, s. 5	Event + 1 year (Event = Project finished; with crane at all times during hoisting operations)
	OCON-OHS-6 — Constructors — Design Drawings / Specifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O.R. 213/91, ss. 19, 236(7).	Event + 1 year (Event = Project finished; and at project whole system on project)
	OCON-OHS-7 — Employers — Drill Hole Specifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 204(6)	Event + 1 year (Event = Project finished; and on project until blasting completed)
	OCON-OHS-9 — Owner of Elevating Work Platforms — Inspections / Test / Repair Records and Repair Tags	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 145, 146; as am. O. Reg. 142/17, s. 20	Event + 1 year (Event = Project finished; and shall be attached to elevating work platform near operator's station)
	OCON-OHS-90 — Employers — Equipment Logs	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 140(1), (2); as am. O. Reg. 242/16, s. 11	Not specified "shall keep permanent log at project"
	OCON-OHS-94 — Employers — Site-Specific Installation Drawings and Reports	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 141.8(9); as am. O. Reg. 242/16, s. 11	Event = While suspended work platform system at project
	OCON-OHS-11 — Constructors — Engineer's Support Systems Opinions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 234.(1), (2)(h), (3) to (5)	Event + 1 year (Event = Project finished; and shall keep on project)
	OCON-OHS-62 — Hoist Operators — Hoistway Reports and Testing	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; s. 290; as am. O. Reg. 145/17, s. 31	Event + 1 year (Event = Project finished; and shall keep on project)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g074 Occupational Health and Safety Act – Equipment Longer of 2 most recent reports or 1 year	OHC-OHS-3 — Employers — Autoclave Testing Records	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O.R. 67/93, ss. 4, 60.(1)(e).	1 year; or longer if necessary to ensure 2 more recent reports/records on file
	OHC-OHS-5 — Lifting Equipment Inspection	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 79(1), (2).	Event + 1 year (Event = As long as equipment remains on premises / equipment removed)
	OJPP-OHS-1 — Fire-Fighting Chassis Mounted Aerial Device Service Records	Firefighters Protective Equipment Regulation, under the Occupational Health & Safety Act, O. Reg. 714/94, s. 6 (7)	Event = as long as the device is in service
	OS-OHS-55 — Lifting Device Inspections	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 851, ss. 6, 51(1)(b)	1 year; or longer if necessary to ensure 2 more recent reports/records kept
	OHC-OHS-10 — Employers — Inspection Report on Lifting or Self-Propelled Mobile Equipment	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 4, 55	1 year; or longer if necessary to ensure 2 more recent reports/records on file
	OS-OHS-86 — Pre-Start Health Exemption Documents	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss. 7.(10),(15); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2.	Event = Shall keep as long as protective element rack, stacking structure, lifting device, travelling crane or automobile hoist remains in workplace, or process is used in workplace
g075 Occupational Health and Safety Act – Confined Space Longer of 2 most recent reports or 1 year	OS-OHS-190 — Employers — Confined Space Rescue Equipment Inspection Records	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. Reg. 632/05, ss. 12(1)(a), (c), (2); s. 21(1); as am. O. Reg. 95/11, s. 10	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained
	OS-OHS-191 — Employers — Confined Space Atmospheric Test Records	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 18.(1) to (6); s. 21.(1); as am. O. R. 95/11, s. 10.	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained
	OS-OHS-187 — Lead Employers / Contractors — Confined Space Co-ordination Documents	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 4.(2),(4), 21; as am. O. R. 95/11, ss. 3.(1),(3), 10	Longer of: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records retained
	OS-OHS-208 — Employers — Entry Permit Records	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. Reg. 632/05, ss. 10(2) par. 6, (4); s. 21; as am. O. Reg. 95/11, s. 10	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained
g076	OHC-OHS-13 — Employers — Indoor Ventilation Inspection Reports	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 4, 19.(4)	1 year; or longer if necessary to ensure 2 more recent reports/ records on file



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
Occupational Health and Safety Act – General 3 years	OS-OHS-91 — Safety Data Sheets — Limitation/Expiry Period	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37(1), (5); as am. S.O. 2015, c. 27, Sched. 4, s. 2(1), (2), (4) s. 38; as am. S.O. 2001, c. 9, Sched. 1, s. 3(8); as am. S.O. 2015, c. 27, Sched. 4, s. 3(1) to (6)	Event + 3 years (Event = Date of publication)
	OS-OHS-182 — WHMIS Supplier and Employer Material Safety Data Sheets — Limitation (Expiry) Period	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 17, 18 ; as am. O. Reg. 168/16, s. 11	Event = Superseded
g077 Training & certification Records – expiring 3 years or until certification expired	OHR-WSI-28 — Persons who Employ Contractors or Subcontractors — Board Certificates	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, s. 141.2(9)	Event + 3 years (Event = Certificate obtained)
	OS-OHS-231 — Working at Heights Training — Limitation (Expiry) Period	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 8; as en. O. Reg. 253/14, s. 1	Event + 3 years (Event = Date of successful completion of training program)
g078 Occupational Health and Safety – Accident Records Longer of 2 most recent reports or 1 year (1 year after project finished, if applicable)	OCON-OHS-1 — Employers — Accident Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 10, 19; as am. O. Reg. 142/17, s. 4; s. 19	Event + 1 year (Event = Project finished)
	OHC-OHS-1 — Employers — Accident Records	Health Care and Residential Facilities Regulations, under the Occupational Health and Safety Act, O. R. 67/93, s. 4; s. 5; as am. O.R. 25/09, s. 2 5.	1 year; or longer to ensure 2 more recent reports/records on file
	OS-OHS-51 — Industrial Establishments — Accident Records	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 851, ss. 5(3), (4); as am. O. Reg. 420/10, s. 2(4); s. 6	1 year; or longer if necessary to ensure 2 most recent reports/ records kept
g079 Occupational Health and Safety Act – Designated Substances Exposure 5 years	OS-OHS-217 — Employers — Worker Exposure to Airborne Concentrations of Designated Substances Results	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 25.(c)	5 years
g081 Ontario Heritage Act - Plan End of plan year + 3 years	OMUN-Heri.-4 — Heritage Conservation Study Area Designations – Limitation Period	Ontario Heritage Act, R. S. O. 1990, c. O.18, ss. 40.1.(1),(6); as am. S. O. 2005, c. 6, s. 29	Event + 3 years (Event = end of designated year)
g082 Ontario Water Resources Act 5 years	OENV-Wt.Rs.-30 — Records of Site Conditions — Orders Against Municipalities — Limitation Period	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 89.7(3), (4); as am. S.O. 2006, c. 19, Sched. K, s. 3(3)	Event + 5 years (Event = Earlier of: Day municipality became owner of property or: day ceases to be owner)
	OENV-Wt.Rs.-38 — Facility Owner — Logs and Record-keeping Mechanisms	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 19	2 years
	OENV-Wt.Rs.-39 — Facility Owner — Operations and Maintenance Manuals	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. Reg. 129/04, s. 20	2 years



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g088 Pension Benefits Act, R.S.O. 1990 5 years	OLA-Pn.Bn.-1 — Pension Benefits Offence Prosecutions — Limitation Period	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2).	Event + 5 years (Event = Offence occurred or alleged occurred)
g089 Environmental Limitation Later of: day offence committed; and day evidence of offence first came to attention of designated authority + 2 years	OENV-Ev.Pr.-10 — Environmental Offence Prosecutions — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.	Event + 2 years (Event = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.)
g090 Planning Act – Planning 15 years	OMUN-Plan.-24 — Municipal Councils — Official Plans Zoning Bylaws	Planning Act, R.S.O. 1990, c. P.13, s. 26(1), (1.1), (9); as am. S.O. 2015, c. 26, s. 24(1); as am. S.O. 2006, c. 23, s. 13	Official Plans: Event + 5 years (Event = 1[st] 10 year amendment) Bylaws: Event = Event + 3 years (Event = Such amendment)
g093 Provincial Offences Act - fine enforcement limitation 2 years	OLA-Pr.Of.-2 — Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.1.(2); as am. S. O. 1993, c. 31, s. 1.(12); s. 18.2.(5); as am. S. O. 1992, c. 20, s. 1.(1)	75 days
	OLA-Pr.Of.-6 — Civil Enforcement of Fines — Limitation Period	Court Clerk — Parking Conviction Records	Event + 2 years (Event = Default for which certificate issued)
g094 Public Vehicles Act 1 year	OMV-Pb.Vh.-2 — Public Vehicles Hours of Labour/Trip Reports	General Regulation, under the Public Vehicles Act, R.R.O. 1990, Reg. 982, s. 24.	One year
g095 Real Property Limitations Act 10 years (Disability limitation = 20 years)	OLA-RPL-17 — Mortgage Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 19	Event + 10 years (Event = mortgagee obtained possession or: receipt of profits of land or: acknowledgments)
	OLA-RPL-18 — Recovery of Future Estate Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 6(1).	Longer of: Event + 5 years (Event = Estate of entitled person vested in possession) And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)
	OLA-RPL-19 — Recovery of Land and Rent Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4.	Event + 10 years (Event = Right to make such entry or distress, or bring such action, first accrued to person through whom claim made)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OLA-RPL-20 — Rent Arrear Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1).	Event + 6 years (Event = Rent became due or acknowledgment in writing of same given)
	OLA-RPL-14 — Mortgages Arrear Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 22	Event + 10 years (Event = last payment of any part of principal or interest)
	OLA-RPL-30 — Rights to make Entry or Distress, or for Action, to Recover Land or Rent where Person under Disability — Ultimate Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 37	Event +20 years (Event = Right first accrued)
g096 Retail Sales Tax Act 6 years	OF-RST-9 — Retail Sales Tax Accounting Records	Definitions, Exemptions and Rebates Regulation, under the Retail Sales Tax Act, R.R.O. 1990, Reg. 1012, s. 22; as am. O.Reg. 35/91, s. 4.	Event + 6 years (72 months)(Event = start of fiscal year during which records destroyed unless Minister approves earlier, and no outstanding court action).
g099 Technical Standards and Safety Act, 2000 – Elevating Device Operation 5 years	OC-TSS-2 — Elevating Devices — Inspection and Tests Records Logbook	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 33.(6),(7), 4.(2).	Event + 5 years (Event = Date of last entry)
	OC-TSS-3 — Owner/Contractors — Elevating Devices Log Books	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 34; as am. O. R. 252/08, s. 19.	Event + 5 years (Event = date of last entry)
g100 Technical Standards and Safety Act, 2000 – Elevating Device design & instruction Until decommissioned or Transfer to new owners	OC-TSS-5 — Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 25.(2), 37.(f),(g).	Keep to make available on request and transfer to new owners
g103 Workplace Safety and Insurance Act, 1997 – firefighter employment terms 25 years	OHR-WSI-18 — Firefighters Occupational Disease Claims — Primary–Site Colorectal Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(1); as am. O. Reg. 423/09, s. 3.(1)	Event + 10 years (Event = Employed before being diagnosed)
	OHR-WSI-19 — Firefighters Occupational Disease Claims — Primary–Site Brain, Breast or Primary-Site Testicular Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5(2); as am. O. Reg. 423/09, s. 3(3); as am. O. Reg. 113/14, s. 2(1)	Event + 10 years (Event = Employed before being diagnosed)
	OHR-WSI-20 — Firefighters Occupational Disease Claims — Primary–Site Bladder Cancer, Primary Acute Myeloid Leukemia, Primary Acute Lymphocytic Leukemia, Primary Acute Lymphocytic Leukemia, Primary-Site Ureter Cancer or Multiple Myeloma — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5(3); as am. O. Reg. 423/09, s. 3(3); as am. O. Reg. 113/14, s. 2(2) to (4); as am. O. Reg. 311/18, s. 2(2)	Event + 15 years (Event = Employed before being diagnosed)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OHR-WSI-21 — Firefighters Occupational Disease Claims — Primary Non-Hodgkin's Lymphoma and Primary-Site Kidney Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(4); as am. O. Reg. 423/09, s. 3.(4)	Event + 20 years (Event = Employed before being diagnosed)
	OHR-WSI-22 — Firefighters Occupational Disease Claims — Primary-Site Esophageal Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(5); as am. O. Reg. 423/09, s. 3.(5)	Event + 25 years (Event = Employed before being diagnosed)
g108 Safe Drinking Water Act –Drinking Water System Testing & Evaluation 15 years	OENV-SDW-39 — Owner/Operating Authority of Drinking-Water System — : Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential — Engineering Evaluation Reports and OWRA Approvals	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6);Schedule 21: Engineering Evaluation Reports, Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential, ss. 21-2.(1), 21-2.(3), 21-6.	15 years; 2 years readily accessible during normal business hours at facility
	OENV-SDW-43 — Drinking-Water System Owner: Large Municipal Residential — Sodium Test Results	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, s. 17-13.	15 years
	OENV-SDW-27 — Drinking-Water System Owners — Sodium, fluoridation and Trace Chemicals (Schedule 23/24) Test Records, Raw Water Supply Records	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 13.(3) par. 1, 3, (5),(6); as am. O. R. 399/07, s. 4.(3).	15 years
	OENV-SDW-45 — Owner of Drinking-Water System: Municipal Residential, Non-Municipal Residential and Seasonal Residential — Corrective Action Reports	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. 4; Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non-Residential; Non-Municipal Residential; Non-Municipal Non-Residential), ss. 18-10 to 18.-13; as am. O. R. 418/09, s. 25.(2)	15 years
g110 Safe Drinking Water Act – Assessments & Reporting 6 years	OENV-SDW-23 — Owners of Drinking-Water Systems — Annual Reports	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 3,(3); as am. O. R. 253/05, s. 9.(1).; as am. O. R. 247/06, s. 11; s. 13.(2) par. 1.(3); ss. 11.(1) to (2.1),(6) to (11); as am. O. R. 269/03, s. 6; as am. O. R. 253/05, s. 8.(1); as am. O. R. 247/06, s. 10; as am. O. R.418/09, s. 8.	6 years; 2 years readily available
	OENV-SDW-24 — Owners of Drinking-Water Systems — Test Results, Approvals, Annual Report, Schedule 21/22 Reports	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 12.(1) pars. 1 to 4,(4),(5); as am. O. R. 253/05, s. 9; as am. O. R. 247/06, s. 11; as am. O. R. 418/09, s. 9.	Not specified but at least 2 years readily available
	OENV-SDW-26 — Drinking-Water System Owners — Chemical and Lead Test Records	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, ss. 13.(2) par. 1,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 399/07, ss. 4.(1),(2); as am. O. R. 418/09, s. 10.(3); as am. O. Reg. 458/16, s. 7	6 years



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OENV-SDW-40 — Owners of Drinking–Water Systems — Municipal: Large Residential, Small Residential, Summary Reports	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 12.(1) par. 4,(3) to (5), 13.(2) par. 4;Schedule 22: Summary Reports For Municipalities, Municipal: Large Residential Small Residential, ss. 22–2.(1),(4).	6 years; 2 years readily accessible during business hours at facility
	OENV-SDW-42 — Drinking–Water System Owner: Large Municipal Residential — Radiological, Pesticide and other Health Related Parameter Testing Results	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(2) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, ss. 17–10 to 17–12; as am. O. R. 418/09, s. 24.	6 years
	OENV-SDW-57 — Owner of Drinking–Water System — Financial Plans	Financial Plans Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 453/07, ss. 1(3), 2 pars. 2, 5, 3 pars. 2, 5	Event = Must keep to provide on request and plans must be valid for 6 years
g111 Safe Drinking Water Act –Maintenance and Operational Checks 2 years	OENV-SDW-25 — Drinking–Water System Owners — Chlorine Distribution Sample Records, Microbiological Sampling and Testing Records, Maintenance and Operational Checks Records, Approval Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(1) pars. 1, 2,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 418/09, s. 10.(1)	2 years
	OENV-SDW-31 — Drinking–Water System Owners — Records of Entry Treatment Units, Dates, Locations, Approvals and Failures to Obtain Access	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4, Schedule 3: Point of Entry Treatment (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 3–1.1.(1) par. 4,(5),(6)(7)(a); as am. O. R. 418/09, s. 13.	2 years
	OENV-SDW-34 — Drinking–Water Systems Owners — Continuous Monitoring Equipment Tests	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6-5.(1) pars. 1-3, (1.1); as am. O. R. 418/09, s. 15.(14); as am. O. Reg. 458/17, s. 11(1), (4)	2 years
	OENV-SDW-35 — Owner /Operating Authority of Drinking–Water System — Sample Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6.10.(1),(2); as am. O. R. 418/09, s. 15.(17).	2 years
	OENV-SDW-36 — Owner/ Operating Authority of Drinking–Water System — Maintenance and Operational Checks Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, s. ii, Schedule 6, s. 6-5(1) paras. 1-3, (1.1); as am. O. Reg. 418/09, s. 15.(14); as am. O. Reg. 458/17, s. 11(1), (4)	2 years
	OENV-SDW-37 —Owner /Operating Authority of Drinking–Water System — Maintenance and Operational Checks Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3; Schedule 9: Maintenance and Operational Checks Municipal: Small Non–Residential Non–Municipal: Seasonal Residential Small Non–Residential, s. 9.2.(5).	2 years
	OENV-SDW-41 — Owner of Drinking–Water System: Large Municipal Residential — Corrective Action Reports for Aeromonas spp., E–coli and Coliforms	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3;Schedule 17: Corrective Action Large Municipal Residential, ss. 17–5 to 17–9.	2 years



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	OENV-SDW-22 — Owners of Drinking–Water Systems — Warning Notice Check Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 8.(8) to (9); as am. O. R. 247/06, s. 6	1 year (12 months) in location where can be conveniently accessed by provincial officer
	OENV-SDW-44 — Owner of Drinking–Water System; Municipal Residential, Non–Municipal Residential and Seasonal Residential — Corrective Action Reports	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4; Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 18–5 to 18.–9.	2 years
g115 Small Drinking Water Systems – water tests & reports 5 years	OHC-HPP-50 — Small Drinking Water System Owners / Operators — Test Results, Directives, Permissions, Approvals, Orders, This Regulation	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 11	2 years; at location reasonably convenient to users
	OHC-HPP-51 — Small Drinking Water System Directives regarding System Operating Records / Operating Orders	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, ss. 7.(6) par. 5, 10.(1) par. 5	5 years (for orders); else as required by directive
	OHC-HPP-56 — Small Drinking Water System Owners/ Operators — Sample Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, ss. 24.(1), 10.(1) par. 1	5 years
	OHC-HPP-49 — Small Drinking Water System Owners / Operators — Water Tests/ Reports / Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 10	5 years
g120 Limitations Act – No Limitation (including sexual assault & undiscovered environmental claims) No Limitation	OLA-Limi02-8 — Proceedings Where No Limitation Period	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1); as am. S.O. 2007, c. 13, s. 44; ss. 16(4), 17; as. am. S.O. 2010, c. 1, Schedule 14, s. 1 ; as am. S.O. 2016, c. 2, Schedule 2, s. 4; as am. S.O. 2017, c. 2, Schedule 5, s. 14(1)	Event = There is no limitation period
g121 Environmental Protection Act – Waste Spills & Complaints 5 years	OENV-Ev.Pr.-199 — Pollutant Spill Records	Classification and Exemption of Spills and Reporting of Discharges, under the Environmental Protection Act, O. Reg. 675/98, ss. 12(1), (2); as am. O. Reg. 225/07, ss. 1, 3, 4, 5	Event + 2 years (Event = Spill)
	OENV-Ev.Pr.-459 — Waste Management System — Inspection, Complaint and Maintenance Records	Registrations under Part II.2 of the Act — Waste Management Systems Regulation, under the Environmental Protection Act, O. Reg. 351/12, s. 5	5 years
g128 Development Charges Act – Development Charges Study Study preparation + 10 years	Development Charges Act https://www.ontario.ca/laws/statute/97d27 (retrieved 2016-07)	Development Charges Act, 1997, S.O. 1997, c. 27, ss. 5(1) par. 4	10 years



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
g130 Highway Traffic Act – Vehicle Use & Maintenance Vehicle ceases to be operated + 2 years	OMV-Hi.Tr.-56 — Operators — Commercial Motor Vehicle, Trailer and & Trailer Converter Dolly Records	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. Reg. 199/07, s. 16; as am. O. Reg. 242/14, s. 7	Shorter of: 2 years Or: Event + 0.5 years (6 months) (Event = Vehicle ceases to be operated by operator)
	OMV-Hi.Tr.-5 — Commercial Motor Vehicle Leasors — Leases	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 20.(1); as am. S. O. 2002, c. 18, Schedule P, s. 7.	Event + 1 year (Event = termination of lease)
g131 Corporate Books & Records Corporation dissolved + 2 years	FF-In.Tx.-18 — Corporate Books and Records (Directors and Shareholders Meetings Minutes, General Ledger, Contracts relevant to Ledger and Books of Final Entry)	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800.(1)(a); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F)	Event + 2 years (Event = Day corporation dissolved)
g133 Land Titles Act – Limitation 6 years	OLR-Ln.Tt.-22 — Fraudulent Entries Offence Proceedings — Limitation Period	Land Titles Act, R.S.O. 1990, c. L.5, s. 156.(4); as en. S.O. 2006, c. 34, s. 15.(11)	Event + 6 years (Event = Facts first came to knowledge of Director of Titles)
g134 Copyright infringement – 3 years Copyright – publication date + 50 years	FLA-Copy.-5 — Crown Copyright — Limitation Period	Copyright Act, R.S.C. 1985, c. C-42, s. 12; as am. S.C. 1993, c. 44, s. 60	Event + 50 years (Event = End of calendar year of first publication of work)
	FLA-Copy.-1 — Copyright Actions for Civil Remedies — Limitation Period	Copyright Act, R.S.C. 1985, c. C-42, s. 41; as am. R.S.C. 1985 (4th Supp.), c. 10, s. 9; as am. S.C. 1997, c. 24, s. 22	Event + 3 years (Event = Infringement or could reasonably be expected to know of infringement)
	FLA-Copy.-25 — Library, Archive or Museum — Copying Records	Exception for Educational Institutions, Libraries, Archives and Museums Regulations, under the Copyright Act, SOR/99-325, s. 4	3 years
g136 Trademarks last use + 5 years	FBS-Tra.Mr.-3 — Trade–mark Use Evidence — Limitation Period	Trade–marks Act, R.S.C. 1985, c. T-13, s. 45(1); as am. S.C. 1993, c. 44, s. 232; as am. S.C. 1994, c. 47, s. 200; as am. S.C. 2014, c. 32, ss. 39, 53	Event + 3 years (Event = Date of registration of trade–mark)
	FBS-Tra.Mr.-2 — Trade–mark Non–use — Limitation Period	Trade–marks Act, R.S.C. 1985, c. T-13, s. 45(3); as am. S.C. 1993, c. 44, s. 232; as am. S.C. 1994, c. 47, s. 200; as am. S.C. 2014, c. 32, s. 53	Event + 3 years (Event = Date of notice)
	FBS-Tra.Mr.-7 — Invalidation of Trade–mark Proceedings for Previous Use — Limitation Period	Trade–marks Act, R.S.C. 1985, c. T-13, s. 17(2)	Event + 5 years (Event = Date of registration of trade–mark; unless established person had knowledge of previous use or making known)
g139 Road Salt Usage 7 years	FMV-Ev.Pr.-48 — Organizations Using Road Salt — Data, Salt Management Plan, Plan Revisions, Training Records, and Yearly Review Reports	Code of Practice for the Environmental Management of Road Salts, under the Canadian Environmental Protection Act, 1999, Canada Gazette, Vol. 138, No. 14, ss. 7, 15.(b) to (d)	7 years
g140 Petroleum Storage Tank Systems use and maintenance	FOG-Ev.Pr.-27 — (Federal) Storage Tank System Owners / Operators — Free Oil Removal Quantities, Disposal Methods and Location Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 36, 46.(1)	5 years



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
7 years	FOG-Ev.Pr.-28 — (Federal) Storage Tank System Owners / Operators — Separated Solids Removal Quantities, Disposal Methods and Location Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 37, 46.(1)	5 years
	FOG-Ev.Pr.-29 — (Federal) Storage Tank System Owners / Operators — Tank Bottom Water Removal Quantities, Date of Disposal, Disposal Individuals or Companies and Disposal Location Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 40, 46.(1)	5 years
	FOG-Ev.Pr.-30 — (Federal) Storage Tank System Owners / Operators — Temporarily Removed System or Component Date Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 43, 46.(1)	5 years
	FOG-Ev.Pr.-41 — Monthly Gain or Loss of Product / Inventory Control and Reconciliation Records	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, ss. 8.3.2.(3), 8.3.3, 8.11.1.(1)(a), (2), (3)	7 years; on-site; or computerized records off-site if jurisdiction allows
	FOG-Ev.Pr.-44 — Storage Tank System Owners — Inspections and Maintenance Records	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, ss. 8.4.1.(2) to (4), 8.4.3, 8.11.1.(b), (2), (3)	7 years; on-site; but computerized records may be off-site if jurisdiction allows
	FOG-Ev.Pr.-45 — Storage Tank System Owners — Cathodic Protection Monitoring / Precision Leak Detection Tests / Maintenance and Repairs / Well Monitoring Results / Construction / Drawings / Excavation Records	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, ss. 8.11.1.(c) to (i), (2), (3)	7 years; on-site; but computerized records may be off-site if jurisdiction allows
	FOG-Ev.Pr.-26 — (Federal) Storage Tank System Owners / Operators — Tank Leak, Spills, Free Oil Layer and Separated Solid Layers Measurements	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 35.(2), 34, 46.(1); as am. SOR/2017-110, s. 34	5 years
	FOG-Ev.Pr.-57 — Service Stations — Volumes of Gasoline Loaded Records	Environmental Code of Practice for Vapour Recovery in Gasoline Distribution Networks, (Canadian Council of Ministers for the Environment), under the Canadian Environmental Protection Act, 1999, March 1991, CCME-EPC/TRE-30E, ss. 5.4.1, 5.4.2	3 years
g141 Petroleum Storage Tanks Installation, Inspection and Removal	FMV-Ev.Pr.-45 — Service Stations and Other Gasoline Dispensing Facilities (Stage 2) — Daily Volume Throughputs and Stage II Vapour Control Equipment Downtime, Repair, Maintenance, Inspection and Training Records	Environmental Code of Practice for Vapor Recovery During Vehicle Refueling at Service Stations and Other Gasoline Dispensing Facilities (Stage 2), under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC 88E, April 1995, ss. 10, 10.1, 10.2, 10.3, 10.4.(a), (b), 10.5 to 10.7	2 years; at service station



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
until system removed + 5 years	FMV-Ev.Pr.-46 — Service Stations and Other Gasoline Dispensing Facilities (Stage 2) — Stage II Vapour Recovery System Commissioning Inspection and Testing Records	Environmental Code of Practice for Vapor Recovery During Vehicle Refueling at Service Stations and Other Gasoline Dispensing Facilities (Stage 2), under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC 88E, April 1995, ss. 10, 10.1, 10.2, 10.3, 10.4.(c), 10.5 to 10.7	Event = Life of system; 2 years at service station
	FOG-Ev.Pr.-22 — (Federal) Owners / Operators of Storage Tank Systems — Inspection and Test Records / Corrosion Analysis Program Components Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, s. 27; as am. SOR/2012-99, s. 24; s. 46.(2)(a)(ii)	Event = Until system removed
	FOG-Ev.Pr.-25 — (Federal) Storage Tank System Owners / Operators — Installation Records / Design Plans, Drawings, As-Built Drawings	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 33.(2), 34, 46.(2)(b)	Event = Until system removed
	FOG-Ev.Pr.-31 — (Federal) Storage Tank System Owners / Operators — Permanently Removed System or Component Date and Approved Person Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 44.(2), 46.(1)	5 years
	FOG-Ev.Pr.-32 — (Federal) Storage Tank System Owners / Operators — Permanent Removal of Storage Tank Systems by Approved Person Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 45.(2), 46.(1)	5 years
	FOG-Ev.Pr.-21 — (Federal) Owner/Operators — Vertical Aboveground Tanks Without Secondary Containment Inspection Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 22.(5), (6), 46.(2)(a)(i)	Event = Until system removed
	FMV-Ev.Pr.-47 — Service Stations and Other Gasoline Dispensing Facilities (Stage 2) — Inspection Reports and Compliance Documents / Warnings and Notices of Violations Records	Environmental Code of Practice for Vapor Recovery During Vehicle Refueling at Service Stations and Other Gasoline Dispensing Facilities (Stage 2), under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC 88E, April 1995, ss. 10, 10.1, 10.2, 10.3, 10.4.(d), 10.5 to 10.7	Event = Life of service station; 2 years at service station
g142 Halocarbon and Fluorocarbon Use and Storage date prepared or submitted + 5 years	FENV-Ev.Pr.-76 — Owners — Notices of System Dismantling, Decommissioning or Destroying	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 8.(4); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted; in Canada)
	FENV-Ev.Pr.-77 — Owners — Records of Leak Test Information	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 10.(3); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted; in Canada)
	FENV-Ev.Pr.-78 — Refrigeration, Air-Conditioning or Fire-Extinguishing System Owners — Halocarbon Release Records	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 31; s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	FENV-Ev.Pr.-79 — Owners — Halocarbon Records Retention	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 36; as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted; at premises where system located)
	FENV-Ev.Pr.-80 — Owners of Fire Extinguishing Systems — Halocarbon Charging Records	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 28.(2)(b); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted; at premises where system located)
	FENV-Ev.Pr.-88 — Refrigeration/Air Conditioning System Leak Tests	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 14.(2)(b); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted)
	FENV-Ev.Pr.-89 — Chiller Owners — Charge Notices	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 18; s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted, respectively)
	FENV-Ev.Pr.-90 — Fire Extinguishing System Charges	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 30.(3); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted, respectively.)
	FENV-Ev.Pr.-91 — Halocarbon Release Reports for Release of 100 kg or more of Halocarbon	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 32.(a); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted, respectively)
	FENV-Ev.Pr.-92 — Halocarbon Release Reports	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 32.(b); s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted, respectively)
	FENV-Ev.Pr.-96 — Halocarbon Release Reports where Release of More than 10 kg but Less than 100 kg of Halocarbon	Federal Halocarbon Regulations, 2003, under the Canadian Environmental Protection Act, 1999, SOR/2003-289, s. 33; s. 36.(1); as am. SOR/2009-221, s. 7.(F)	Event + 5 years (Event = Date prepared or submitted, respectively)
	FENV-Ev.Pr.-124 — Annual Consumption of Refrigerants including Spillage Records	Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems, under the Canadian Environmental Protection Act, 1999, National Office of Pollution Prevention, Environment Canada, 1991, s. 2.11	3 years
	FENV-Ev.Pr.-125 — Annual Consumption of Refrigerants including Spillage Records	Environmental Code of Practice for the Measurement and Control of Fugitive VOC Emissions from Equipment Leaks, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC-73E, October 1993, ss. 6.1, 6.1.2	3 years; or as required by authority having jurisdiction
g143 PCB Use and Storage 5 years	FENV-Ev.Pr.-101 — PCB Storage Site Owners / Operators — Manufacture, Processing, Use, Sale, Storage, Import or Export of PCBs Records	PCB Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-273, ss. 28(1)(d), 45; s. 43; as am. SOR/2011-301, s. 7	5 years; at principal place of business in Canada and at storage site
	FENV-Ev.Pr.-100 — PCB Storage Site Owners /Operators / Transfer Site Owners, Manufacturers, Exporters or Importers of	PCB Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-273, ss. 33 to 38, 40(1), 41; as am. SOR/2010-57, ss. 14 to 17; as am. SOR/2014-75, s. 7	Event + 5 years (Event = End of year information provided; at person's principal place of business in Canada)



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
	Colouring Pigment or PCB's — PCB / PCB Release Reports		
	FENV-Ev.Pr.-102 — PCB Storage Site Owner Operators — PCB Inspection Records	PCB Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-273, ss. 28(1)(d), 44, 45	5 years; at principal place of business in Canada and at storage sites
g144 Environmental Protection Plans expired + 5 years	FENV-Ev.Pr.-106 — E2 Plan Annual Testing Records	Implementation Guidelines for the Environmental Emergency Regulations 2011, under the Canadian Environmental Protection Act, 1999, Minister of the Environment, 2011, s. 5.3 par. 1	5 years
	FENV-Ev.Pr.-37 — Environmental Emergency Plans and Record of Results from Annual Updates/Tests	Environmental Emergency Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2003-307, s. 5.(1); s. 6; as am. SOR/2011-294, s. 6	5 years
	FOG-Ev.Pr.-24 — (Federal) Storage Tank System Owners / Operators — Emergency Plans	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 30(1), 31(1), 46(1)	5 years; Keep readily available for individuals required to carry it out, and at place storage tank system located if place of work
	FENV-Ev.Pr.-104 — Pollution Prevention Plan or Environmental Emergency Plan and Other Orders — Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, ss. 291.(1)(c), (6); as am. S.C. 2009, c. 14, s. 85	Event + 3 years (Event = Day made)
	FENV-Ev.Pr.-107 — E2 Plan Documents	Implementation Guidelines for the Environmental Emergency Regulations 2011, under the Canadian Environmental Protection Act, 1999, Minister of the Environment, 2011, s. 5.4	5 years; available at workplace
g145 Planning Act – Renewable Energy Project Agreements Beyond Perpetuity 50 years	OMUN-Plan.-22 — Agreements Beyond Perpetuity Period for Renewable Energy Projects — Limitation Period	Planning Act, R.S.O. 1990, c. P.13, ss. 50(3)(d. 1), (5)(c.1); as am. S.O. 1998, c. 15, Sched. E, ss. 27(7 to 9); as am. S.O. 2006, c. 23, s. 21(2); as am. S.O. 2009, c. 12, Sched. K, s. 2(2)	50 years
g147 Alternative Low-Carbon Fuels 3 years	OENV-Ev.Pr.-466 — Proponents — Carbon Dioxide Emission Intensity Reports / Statements	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 11(1) pars. 7, 8 (2)	Event + 3 years (Event = Day ALCF application submitted)
	OENV-Ev.Pr.-467 — ALCF Environmental Compliance Approval Holders — Deficiency Visual Inspection Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 13	Event + 2 years (Event = Deficiency identified/remedied)
	OENV-Ev.Pr.-468 — ALCF Environmental Compliance Approval Holders — Fuel Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 14	Event + 2 years (Event = Day fuel described in record received at site)
g148 Training	OENV-SDW-18 — Owner/Operating Authority of Subsystem — Operator Training Records	Certification of Drinking-Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking-Water Act, 2002, O. Reg. 128/04, ss. 29.(5) par 1, (7)	5 years



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
persons ceases to perform work + 2 years –total retention must exceed 5 years	OENV-SDW-19 — Owners /Operating Authorities of Subsystem — Water Quality Analysts Training Records	Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 128/04, s. 31.(7)	5 years
	OCON-OHS-31 — Employers — Fall Protection System Training Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; s. 26.2; as am. O. Reg. 145/00, s. 13; as am. O. Reg. 252/14, s. 1	Event + 1 year (Event = Project finished)
	OENV-Ev.Pr.-266 — Service Stations — Training Records and Operating Procedures	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 7 pars. 8 to 12	Event + 2 years (Event = Person ceases to carry out work for which training given)
	OS-OHS-188 — Employers — Confined Space Training Records	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. Reg. 632/05, ss. 8(1), (5) to (7), 9.(1) to (4), 21(1); as am. O. Reg. 95/11, ss. 6, 7, 10	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained
g149 Pesticides Act 5 years	OPM-Pest.-4 — Public Work Owners / Operators — Annual Reports	General Regulation, under the Pesticides Act, O. Reg. 63/09, ss. 25(1), (5)	Event + 5 years (Event = Annual report prepared)
g151 Employment Standards Act – Vacation records 5 years	OHR-Em.St2000-26 — Vacation Stubs / Record	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1.(2), (3), (5), 41.1.(1), (4); as am. S.O. 2002, c. 18, Schedule J, ss. 3.(9), (21)	5 years
g152 Fisheries Act – Waste Water Systems 5 years after Day record or report made; or day equipment ceased to be used; or decommissioned; as applicable;	FFF-Fish.-41 — Wastewater System Operators — Report on each Determination made by an Accredited Laboratory	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 17, 22	Event + 5 years (Event = Day report made; or decommissioned; as applicable)
	FFF-Fish.-42 — Wastewater System Owners or Operators — Wastewater Systems Effluent Information Records	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 17, 21, 22	Event + 5 years (Event = Day record or report made; or decommissioned; as applicable; at wastewater system or in Canada)
	FFF-Fish.-43 — Wastewater System Owners or Operators — Identification Reports	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 18(1), (2), (4) to (7), 21, 22(3)	Event + 5 years (Event = Wastewater system decommissioned)
	FFF-Fish.-44 — Wastewater System Owners or Operators — Monitoring Reports	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 19, 21, 22(1)	Event + 5 years (Event = Report made)
	FFF-Fish.-45 — Wastewater System Owners or Operators — Combined Sewer Overflow Reports	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 20, 21, 22(1)	Event + 5 years (Event = Report made)
g153 Environmental Protection (Canada) –	FOG-Ev.Pr.-47 — Owners — Underground Storage Tank System Abandonment Records	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under	Not specified “shall ensure permanently appended to deed”

P – Permanent S – Superseded E – Event V – Vital PIB – Personal Information Bank ** - Archival Review



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
Storage Tank Abandonment append to deed		the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, s. 9.5.5.(1)(e)	
g154 Environmental Protection (Ontario) – Wastewater Complaints & water taking reports 5 years	OENV-Ev.Pr.-470 — Highway Projects — Water Taking Logs	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, ss. 4(1) par. 3, 5(3)	Event + 5 years (Event = Last day water taken from water body)
	OENV-Ev.Pr.-471 — Highway Projects — Qualified Persons Report	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 5(1)	5 years
	OENV-Ev.Pr.-472 — Highway Projects — Qualified Persons Report	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 5(2)	5 years
	OENV-Ev.Pr.-473 — Highway Projects — Complaints	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 5(4)	5 years
	OENV-Ev.Pr.-474 — Storm Water and Sewer Projects — Complaints and Water Taking Reports	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 10	5 years
g156 Site Condition Reports date filed + 7 years	OENV-Ev.Pr.-252 — Site Condition Reports	Records of Site Condition — Part XV.1 of the Act Regulation, under the Environmental Protection Act, O. Reg. 153/04, ss. 16, 18, 32(1), 33.6; as am. O. Reg. 511/09, ss. 7(1), (2), 10, 14	Event + 7 years (Event = Date record of site condition listing report filed in Registry)
g157 Occupational Health and Safety Act – Construction Equipment as long as device in use	OCON-OHS-92 — Owners — Fixed Support Inspections, Tests, Repairs, Modifications and Maintenance Forms	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 141.4(6); as am. O. Reg. 242/16, s. 11	Not specified “shall keep permanent record”
	OCON-OHS-96 — Employers — Wire Rope Terminations Test Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 142.02(1), (2); as am. O. Reg. 242/16, s. 11	Event = While suspended work platform system or boatswain’s chair at project and termination remains in service
	OS-OHS-58 — Building Owners — Scaffold/Anchor Points Log Books	Window–Cleaning Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 859, s. 41(5)	Event = As long as anchor points and suspended scaffold are used
	OCON-OHS-8 — Elevating Work Platform Operator’s Manual	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 149	Event = Shall be kept while elevating work platform on project
	OCON-OHS-102 — Constructors — Multi-Point Suspended Work Platform Inspections, Tests, Repairs, Modifications and Maintenance Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 142.8; as am. O. Reg. 242/16, s. 13	Event = Shall keep at project while multi-point suspended work platform there.
g158 Environmental Protection Act (Ontario) – Petroleum	OENV-Ev.Pr.-267 — Service Stations — Records of Equipment Tests and Inspections	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 7 pars. 14 to 16	2 years; at business office of owner of service station
	OENV-Ev.Pr.-265 — Service Stations — Records of Transfer of Gasoline during Shutdown of Vapour Control System	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 7 pars. 4 to 5	2 years; at business office of owner of service station



Records Classification & Retention Schedule 2020

Citation Group #	Record Type (Compliance Centre™ Reference)	Citation	Retention
Storage Tank Systems Operations 2 years	OENV-Ev.Pr.-272 — Cargo Tank Trucks — Record of Failure or Leak in Connections Between Truck, Terminal and Bulk Plant or Services Station	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 8 par. 17	2 years; at place of business of owner of truck
g159 Growth Plans come into force + 10 years and revised	OPM-PtoG-2 — Growth Plans — Limitation (Expiry) Period	Places to Grow Act, 2005, S.O. 2005, c. 13, s. 9(1)	Event + 10 years (Event = Plan comes into force)
g161 assessment rolls no longer required for planning purposes	OMUN-Asse.-7 — Access to Assessment Information	Assessment Act, R.S.O. 1990, c. A.31, s. 53; as am. S.O. 1996, c. 4, s. 43; as am. S.O. 1997, c. 43, Sched. G, s. 18(33); as am. S.O. 2000, c. 25, s. 13; as am. S.O. 2015, c. 20, Sched. 2, s. 1(1) to (3); as am. S.O. 2016, c. 37, Sched. 2, s. 2	PRIVACY Act states that information is made available to a municipality by the assessment corporation to meet planning requirements
g162 injury claims 10 days	OMUN-Muni01-3 — Actions for Injury — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, s. 44(10); as am. S.O. 2017, c. 10; Sched. 1, s. 4	Event + 10 days (Event = Occurrence of injury)



Provincial Citation Groups

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g010 Accessibility for Ontarians with Disabilities Act, 2005 5 years		OMUN-AOD-10 — Municipalities — Bi-Annual Accessibility Reports	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 86.1(1); as end. O. Reg. 413/12, s. 7; as am. O. Reg. 165/16, s. 18	Not specified “shall file”
		OMUN-AOD-13 — Providers — Training Records	Integrated Accessibility Normals Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 80.49(5); as en. O. Reg. 165/16, s. 16	Not specified “shall keep”
		OMUN-AOD-14 — Providers — Training Policies	Integrated Accessibility Normals Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 80.49(6) to (8); as en. O. Reg. 165/16, s. 16	Not specified “shall prepare/ give on request / post on website”
		OMUN-AOD-15 — Providers — Feedback Information, Policies, Documents	Integrated Accessibility Normals Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 80.50(3) to (7); as en. O. Reg. 165/16, s. 16	Not specified “shall prepare/ give on request / post on website”
		OPM-AOD-12 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Policies Documentation	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 3(3); as am. O. Reg. 165/16, s. 3(1)	Not specified “shall prepare/keep to make available on request”
		OPM-AOD-13 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Multi-Year Accessibility Plans	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1)	Not specified “shall maintain/post/review every 5 years”
		OPM-AOD-14 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Annual Status Reports	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(3); as am. O. Reg. 413/12, s. 3(1)O	Not specified “shall prepare/post”
		OPM-AOD-15 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Training Records	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 7(5)	Not specified “shall keep”
		OPM-AOD-17 — Obligated Organizations — Policies Governing How will Achieve Accessibility	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 3(1)	Not specified “shall maintain”
	OPM-AOD-18 — Obligated Organizations — Accessible Emergency Procedures, Plans or Public Safety Information	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 13; as am. O. Reg. 165/16, s. 8	Keep to make available on request	
g012 Animals for Research Act Last date in pound + 2 years	321	OAF-An.Rs.-1 — Animal Pound Operators — Animal Records	Pounds Regulation, under the Animals for Research Act, R.R.O. 1990, Reg. 23, s. 10(2).	Event + 2 years (Event = date animal was last in the pound)
g013 Arbitration Act, 1991 Reward received + 10 years	565	OLA-Arbi.-1 — Arbitration Enforcements — Limitation Period	Arbitration Act, 1991, S. O. 1991, c. 17, s. 52.(3)	Later of: December 31, 2018 And: Event + 10 years (Event = Day award received or: application determined; as applicable)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g014 Assessment Act Shall keep	101	OMUN-Asse.-1 — Assessment Rolls	Assessment Act, R. S. O. 1990, c. A.31, ss. 14.(1); as am. S. O. 2006, c. 33, Sched. A, s. 13.(1); s. 39.(2); as am. S. O. 1997, c. 43, s. 18.(28), Schedule G; as am. S. O. 2006, c. 33, Sched. A, s. 28	Keep to make available on request during office hours
g015 Building Code Act, 1992 Shall keep		OCON-BI.Cd.-3 — Municipality & Upper-Tier Municipality Building Code Act Records	Building Code Act, 1992, S.O. 1992, c. 23, s. 3.9; as am. S.O. 2002, c. 9, s. 6.(3); as am. S.O. 2002, c. 17, Sched. C, s. 2.(1)	Event = Retain as prescribed by regulation for prescribed period of time
		OCON-BI.Cd.-5 — Secretary — Committee Official Business Records / Applications / Minutes / Decisions	Building Code Act, 1992, S.O. 1992, c. 23, s. 15.6.(7); as am. S.O. 2002, c. 17, Schedule F, Table; as am. S.O. 2006, c. 32, Schedule C, s. 3.(3)	Not specified “shall keep”
		OCON-BI.Cd.-15 — Building Code Act Offence Prosecutions — Limitation Period	Building Code Act, 1992, S.O. 1992, c. 23, s. 36.(8), (8.1); as am. S.O. 2009, c. 33, Sched. 21, s. 2.(9)	Event + 1 year (Event = Facts first came to knowledge of officer or chief building official; as applicable)
		OCON-BI.Cd.-34 — Persons in Charge of Construction of Buildings — Drawings and Specifications, Authorizations and Rulings	Building Code Regulation, under the Building Code Act, 1992, O. Reg. 332/12, Division C: Administrative Provisions, Part 1: General, s. 1.3.2.2	Shall keep drawings and specifications on site
		OCON-BI.Cd.-35 — Persons in Charge of Construction of Buildings — As Constructed Plans	Building Code Regulation, under the Building Code Act, 1992, O. Reg. 332/12, Division C: Administrative Provisions, Part 1: General, s. 1.3.6.1(1)	Keep to provide chief building official on request
g016 Clean Water Act, 2006 15 years		OENV-CI.Wt.-2—Enforcement Records	Clean Water Act, 2006, S.O. 2006, c. 22, s. 54	Event = Retain such records for period of time prescribed by regulations
		OENV-CI.Wt.-4 — Offence Prosecutions — Limitation Period	Clean Water Act, 2006, S.O. 2006, c. 22, s. 106(11)	Event + 2 years (Event = Later of: Day offence committed or: day evidence first came to attention of risk management official, inspector or person under s. 88 inspection)
		OENV-CI.Wt.-11 — Source Protection Committees — Meeting Minutes	Source Protection Committees Regulation, under the Clean Water Act, 2006, O. Reg. 288/07, s. 20	Not specified “shall keep”
		OENV-CI.Wt.-14 — Source Protection Committees — Assessment Report Records	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 11(1); as am. O. Reg. 246/10, s. 7(1)	Event + 15 years (Event = Later of: Date record created or acquired; or: date assessment report approved by Director)
		OENV-CI.Wt.-16 — Source Protection Committees — Source Protection Plan Records	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 20	Event + 15 years (Event = Later of: Date record created or acquired; or: date plan approved by Minister)
		OENV-CI.Wt.-18 — Source Protection Committees — Risk Management Plans	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 1, (2) par. 1; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date plan ceases to be in effect)
		OENV-CI.Wt.-19 — Source Protection Committees — Notices / Orders	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 2, (2) par. 2; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date notice or order issued)
		OENV-CI.Wt.-20 — Source Protection Committees — Risk Assessments	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 3, (2) par. 3; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date of acceptance)
		OENV-CI.Wt.-21 — Source Protection Committees — Acceptances of Risk Assessments	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 4, (2) par. 4; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date of acceptance)
	OENV-CI.Wt.-22— Source Protection Committees — Enforcement and Administration Records	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 5, (2) par. 5; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date acquired or created)	
g017		OBS-Cn.Pr02-2 — Offence Prosecutions — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 116(2)	Event + 2 years (Event = Facts first became known to Director)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
Consumer Protection Act, 2002 2 years		OBS-Cn.Pr02-4 — Unsolicited Goods Refunds — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 13(6)	Event + 1 year (Event = Made payment)
		OBS-Cn.Pr02-6 — Illegal Fees Refund — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 98(1)	Event + 1 year (Event = Made payment)
g018 Corporations Tax Act 10 year limitation		OF-Corp.Tx.-4 — Corporations Tax Offence Prosecutions — Limitation Period	Corporations Tax Act, R.S.O. 1990, c. C.40, s. 97	Event + 6 years (Event = Time matter of information arose)
		OF-Corp.Tx.-20 — Interest and Penalties — Ministerial Remissions / Re-Assessments — Limitation Period	Corporations Tax Act, R.S.O. 1990, c. C.40, s. 109.1.(2); as end. S.O. 2007, c. 11, Sched. B, s. 2.(18)	Event + 10 years (120 months)(Event = End of taxation year remission relates to)
g019 Courts of Justice Act - Garnishment 6 years	195	OJPP-Cr.Js.-33 — Notice of Garnishment Extension Orders — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.1); as am. O. R. 393/09, s. 20	Event + 6 years (Event = Order made; unless leave of court)
	295	OJPP-Cr.Js.-34 — Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.2),(2.3); as am. O. R. 393/09, s. 20	Event + 1 year (Event = Date order granting leave to issue made)
	395	OJPP-Cr.Js.-35 — Notices of Garnishment — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(5.1),(5.2); as am. O. R. 393/09, s. 20	Event + 6 years (Event = Date of issue or renewal)
g022 Part I - Accident and Careless Driving offences Paid and end of current year + 6 years		CD-2 — Part I Certificates of Offence - Accident and Careless Driving offences	Ministry of the Attorney General, POA Information Services website	Paid and end of current year + 6 years
g023 Part III Paid and end of current year + 6 years		CD-2 — Part III Informations	Ministry of the Attorney General, POA Information Services website	Paid and end of current year + 6 years
g024 Part 1 - excluding Accidents and Careless Driving offences Paid and end of current year + 2 years		CD-4R1 — Part 1 Certificates of Offence - excluding Accidents and Careless Driving offences	Ministry of the Attorney General, POA Information Services website	Paid and end of current year + 2 years
g025 Court Dockets Current year + 3 years		CD-5 — Court Dockets	Ministry of the Attorney General, POA Information Services website	Current year + 3 years
g034	051	OLA-EHT-1 — Employer Health Tax Act Offence Prosecutions — Limitation Period	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37.	Event + 6 years (Event = Date offence was/alleged committed)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
Employer Health Tax Act 6 years	410	OLA-EHT-2 — Employer Health Tax Refunds — Limitation Period	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 6.(1)(b); as am. S. O. 1994, c. 8, s. 6.(1); as am. S. O. 2001, c. 23, s. 75.	Event + 4 years (Event = day return required to be delivered)
	151	OLA-EHT-3 — Health Tax – Limitation Period	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1).	Event + 4 years (Event = later of (1) the day on which the return was delivered or received by the Minister and (2) the day the return was required to be delivered.)
	149	OLA-EHT-4 — Employer Health Tax — Accounting Records	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 12; as am. S. O. 1994, c. 8, s. 13; as am. S. O. 2004, c. 16, Sched. D, Table; s. 33; as am. S.O. 2009, c. 18, Sched. 11, s. 3.	Not specified “shall keep in Ontario”
g035 Employment Standards Act, 2000 3 years	381	OHR-Em.St2000-2 — Employers — Employee Name and Address Records	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 1, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = date employee ceased to be employed by employer)
	382	OHR-Em.St2000-3 — Employers — Employee Records / Date of Birth	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 2, 15.(5) par. 2; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = earliest of: employee’s 18th birthday or date employee ceased to be employed by employer)
	383	OHR-Em.St2000-4 — Employers — Employment Records / Date Employment Started/Scheduling Changes Information	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 3, (5) par. 1; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 11	Event + 3 years (Event = date employee ceased to be employed by employer)
		OHR-Em.St2000-5 — Employers — Employee Number of Hours Worked Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 4, (3), (5) par. 3; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 8(4) to (6)	Event + 3 years (Event = Date (day or week) to which information relates)
		OHR-Em.St2000-6 — Employers — Wage Statements and Termination Pay Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1 par. 5; s. 15.5 par. 4; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 8(3)	Event + 3 years (Event = Information given to employee)
		OHR-Em.St2000-8 — Employers — Leave Notices, Certificates, Correspondence and Documents	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7); as am. S.O. 2006, c. 13, s. 3(1); as am. S.O. 2007, c. 16, Sched. A, s. 2; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2009, c. 16, s. 1	Event + 3 years (Event = Day leave expired.)
		OHR-Em.St2000-11 — Employers — Vacation Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1(1), (4), (5); as am. S.O. 2002, c. 18, Sched. J, s. 3(9)	3 years
		OHR-Em.St2000-22 — Excess Work Hours Employer Employee Agreements	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.(8), 16; as am. S.O. 2004, c. 21, s. 2, 3	Event + 3 years (Event = Last day work performed under agreement)
		OHR-Em.St2000-26 — Vacation Stubs / Record	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1.(2), (3), (5), 41.1.(1), (4); as am. S.O. 2002, c. 18, Schedule J, ss. 3.(9), (21); as am. S.O. 2017, c. 22, Sched. 1, s. 9(1) to (3)	5 years
g036 Environmental Assessment Act Not specified	155	OPM-Ev.As.-10 — Director, Environmental Assessment — Undertaking Application Records	Environmental Assessment Act, R. S. O. 1990, c. E.18, s. 30; as am. S. O. 1996, c. 27, s. 10; as am. S. O. 2000, c. 26, Schedule F, s. 11.(6) par. 14.	Not specified
g037 Environmental Protection Act – Waste & waste transportation (excludes hazardous)	238	OENV-Ev.Pr.-22 — Generator — Waste Disposal Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 18(8), (9)	2 years.
		OENV-Ev.Pr.-201 — Waste Management System Operators — Hauled Sewage Daily Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 16(5)(a), (c); as am. O. Reg. 157/98, s. 6(2)	Event + 2 years (Event = End of calendar year records relate to)
	240	OENV-Ev.Pr.-26 — Generators — Waste Transportation Manifests Copy 2 (Green)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 24(4), (4.1)(a), (b), (5); as am. O. Reg. 501/01, s. 8(1); as am. O. Reg. 337/09, s. 14.	2 years; at generator’s head office and at waste generation facility



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
waste and compost) 2 years	237	OENV-Ev.Pr.-31 — Generator — Waste Transportation Manifests Copy 6 (Brown)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 27(5), (5.1); as am. O. Reg. 501/01, s. 11(3)	2 years
		OENV-Ev.Pr.-365 — Waste Management Generators — Paper Manifest Copy 2 (Green)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 23(2), (2.1); as am. O. Reg. 558/00, s. 3; as am. O. Reg. 501/01, s. 7; as am. O. Reg. 337/09, s. 13(1)	2 years; at waste generation facility and at head office of generator
g039 Environmental Protection Act – Generator Registration Report Records 3 years		OENV-Ev.Pr.-363 — Waste Management Generators — Generator Registration Report Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 18(6.1); as am. O. Reg. 337/09, s. 9(2)	3 years; at waste generation facility and at head office of generator
g045 Fire Protection and Prevention Act, 1997 2 years	500	OS-Fir.PP-29 — Operational Procedures, Tests and Corrective Measures Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 150/13, s. 2	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	501	OS-Fir.PP-31 — Fire Safety Plans	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.2.1(3); as am. O. Reg. 256/14, s. 35; Division C, s. 1.3.2.5(3)	Not specified “shall be kept in building in an approved location”
	502	OS-Fir.PP-32 — Posting of Fire Emergency Procedures	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, ss. 2.8.2.5(1), (2)	Not specified
	503	OS-Fir.PP-33 — Fire Drill Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.3.4; as en. O. Reg. 275/14, s. 3	Event + 1 year (12 months)(Event = Fire drill)
		OS-Fir.PP-38 — Storage Tank Leak Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B Part I, ss. 1.1.2.1 to 1.1.2.3; Part IV, s. 4.3.15.2; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
		OS-Fir.PP-39 — Liquid Gain or Loss Measurements for Storage Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part IV, ss. 4.3.16.1(3), (4), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	505	OS-Fir.PP-54 — Untagged Portable Extinguishers — Maintenance / Recharge Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.2.7.4(2)	Not specified “tags not apply where approved records maintained”
	506	OS-Fir.PP-55 — Portable Extinguisher — Maintenance Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.5	Not specified “shall be maintained”
	507	OS-Fir.PP-56 — Unlabelled Portable Extinguishers — Permanent Test Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.9.(2)	Not specified “label not apply where permanent record kept”



Records Classification & Retention Schedule 2020

Cite Group	Cite. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
	508	OS-Fir.PP-57 — Tests Records of Devices, Components and Circuits of Fire Alarm Systems	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.2(4), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	509	OS-Fir.PP-58 — Test Records of Fire Alarm Monitoring Signals	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.2(5), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
		OS-Fir.PP-60 — Power Supply Monthly and Annual Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.6(7), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
	510	OS-Fir.PP-61 — Sprinkler Systems Inspections Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, ss. 6.5.1.8(1), (2)	Not specified “shall be kept”
		OS-Fir.PP-62 — Hydrant Operations Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.6.5.8, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
		OS-Fir.PP-63 — Emergency Electrical Power Supply Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3	Event = Shall be maintained as required in CSA–C282, “Emergency Electrical Power Supply for Buildings”
	511	OS-Fir.PP-65 — Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.8.2.2, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
		OS-Fir.PP-83 — Fire Safety Plan Current, Immediately Preceding Supervisory Staff Training Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.2.1(3), (6), (7); as en. O. Reg. 150/13; s. 2.8.2.1(3), (7), (8); as en. O. Reg. 256/14, ss. 35, 440	Event + 2 years (Event = Prepared; in building; including most recent and previous)
g046 Fire Protection and Prevention Act, 1997 – Initial Fire Protection System Testing Reports Life of system	512	OS-Fir.PP-76 — Fire Protection Systems — Test, Corrective Measure or Operational Procedure Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, s. 1.1.2.2	Event = Shall be retained throughout life of systems.
g049	325	OMUN-HPP-1 — Daily Pool Records	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, ss. 8, 9; as am. O. Reg. 494/17, ss. 5, 6	1 year



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
Health Protection and Promotion Act 1 year		OMUN-HPP-3 — Chlorine or Bromine Residual and pH Value Tests / Chemical and Water Records	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, ss. 7.(10), (11), (13); as am. O. Reg. 494/17, s. 5	Not specified “shall record”
		OMUN-HPP-4 — Monthly Water Outlet Cover Inspection Records	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, s. 16.1; as am. O. Reg. 394/94, s. 1; as am. O. Reg. 58/96, s. 1; as am. O. Reg. 494/17, s. 12	1 year
g050 Highway Traffic Act 1 year	251	OMV-Hi.Tr.-1 — Commercial Motor Vehicle Drivers - Daily Logs	Highway Traffic Act, R. S. O. 1990, c. H.8, ss. 190.(3) to (5),(7)(a),(b); as am. S. O. 2009, c. 5, s. 52.	Not specified “shall maintain”
	250	OMV-Hi.Tr.-2 — Drivers, Commercial Motor Vehicles — CVOR Certificates, Leases, Fleet Limitation Certificates	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 16(3), (4), (5); as am. S.O. 2002, c. 18, Schedule P, s. 3(5); as am. S.O. 2014, c. 9, s. 3(2)	Shall carry while driving to produce on request
		OMV-Hi.Tr.-7 — Commercial Motor Vehicle Operators — Daily Inspection Records	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 107(1)(4) to (7), (8)(c), (10), (13), (14); as am. S.O. 2005, c. 26, Sched. A, s. 16	Not specified “shall keep/maintain/cause to be maintained”
	249	OMV-Hi.Tr.-15 — Drivers — Motor Vehicle Receipts	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 121.(3); as am. S. O. 1996, c. 9, s. 26; ss. 121.(1) to (3); as am. S. O. 2002, c. 18, Schedule P, s. 27.	Carry while driving to provide on request
	253	OMV-Hi.Tr.-18 — Second Hand Vehicles Records	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 60(1).	Not specified
		OMV-Hi.Tr.-41 — CVOR Certificate Holders — Fleet Size, Bus, Truck and other Commercial Vehicle Information, Kilometre Information and Documentation	Commercial Motor Vehicle Operators’ Information Regulation, under the Highway Traffic Act, O. Reg. 424/97, s. 7; as am. O. Reg. 397/08, s. 4	Keep to provide on request
	409	OMV-Hi.Tr.-55 — Operators — Driver’s Daily Inspection Reports	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. Reg. 199/07, ss. 9(3), 15	0.5 years (6 months)
		OMV-Hi.Tr.-68 — Commercial Motor Vehicle Operators — Speed-Limiting System Records	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 68.1(4)(a), (c); as en. S.O. 2008, c. 8, ss. 1, 2	Not specified “shall keep”
	OMV-Hi.Tr.-90 — Operators — Driver’s Daily Logs and Records	Hours of Service Regulation, under the Highway Traffic Act, O. Reg. 555/06, ss. 18(3), 25(1)(a), (b), (2)	0.5 years (6 months) at principal place of business; in chronological order	
g054 Human Rights Code 5 years	540	OLA-Hm.Rg-2 — Complaints — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 34.(1); as am. S. O. 2006, c. 30, s. 5	Event + 1 year (Event = incident to which application relates or last incident in series)
	541	OLA-Hm.Rg-3 — Applications regarding Contravened Settlements — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 45.9.(3); as en. S. O. 2006, c. 30, s. 5	Event + 6 months (Event = contravention or last of contravention in series)
	542	OLA-Hm.Rg-4 — Designations of Special Programs — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 45.9.(3); as en. S. O. 2006, c. 30, s. 1	Event + 5 years (Event = day issued or earlier as may be specified by Commission)
g055 Income Tax Act 6 years and no outstanding tax prosecutions	254	OF-In.Tx.-4 — Director’s Liability for Income Tax — Limitation Period	Income Tax Act, R. S. O. 1990, c. I.2, s. 38.(4); as am. S. O. 2004, c. 16, s. 3.	Event + 2 years (Event = director last ceased to be a director of that corporation.)
	255	OF-In.Tx.-2 — Income Tax Accounting Records and Books of Account [Incorporation of Federal Tax Act	Income Tax Act, R. S. O. 1990, c. I.2, s. 39; as am. S. O. 1993, c. 29, s. 2; as am. S. O. 2004, c. 16, s. 3.	Event + 6 years (Event = End of last taxation year to which records relate; at person’s place of business or residence in Ontario; unless exceptions apply)
	256	OF-In.Tx.-1 — Provincial Offence Tax Prosecutions — Limitation Period	Income Tax Act, R. S. O. 1990, c. I.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.	Event + 8 years (Event = Day subject matter of information/ complaint arose)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g056 Insurance 2 years	261	OBFI-Insu.-2 — Statutory Conditions — Automobile Insurance Regulation	Statutory Conditions — Automobile Insurance Regulation, under the Insurance Act, O. R. 777/93, Schedule, s. 9.(4). Auto Insurance Proceedings Statutory Conditions — Limitation Period	Automobile or Contents: Event + 1 year (Event = loss) And: Persons and Other Property Event + 2 years (Event = cause of action arose)
	259	OBFI-Insu.-4 — Fire Insurance Claims – Limitation Period	Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14.	Event + 1 year (Event = Loss or damage occurs)
g058 Land Transfer Tax Act 7 years	408	OF-LTT-5 — Land Transfer Tax Act Collectors — Documents, Records and Accounts	Land Transfer Tax Act, R. S. O. 1990, c. L.6, s. 9.3; as en. S. O. 2004, c. 31, Schedule 21, s. 16.	Event + 7 years (Event = date conveyance registered or information given to Minister unless written permission for earlier disposal received from Minister; at principal place of business in Ontario)
g059 Limitations Act, 2002 – General Limitation 2 years	406	OLA-Limi02-1 — General Limitation Period	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.	Event + 2 years (Event = Day claim discovered)
g060 Limitations Act, 2002 – Ultimate Limitation 15 years	407	OLA-Limi02-7 — Ultimate Limitation Period	Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2)	Event + 15 years (Event = act or omission took place)
g066 Marriage Act Shall keep	276	OLA-Marr.-1 — Issuers — Marriage Licences	Marriage Act, R. S. O. 1990, c. M.3, s. 13; as am. S. O. 1999, c. 12, Sched. F, s. 31.	Not specified “shall keep in his or her office”
	277	OLA-Marr.-2 — Marriage Register	Marriage Act, R.S.O. 1990, c. M.3, s. 28(1).	Not specified
g067 Municipal Act, 2001 - Records	462	OMUN-Muni01-2 — Municipal Records Retention	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(1)	Not specified “shall retain and maintain in secure and accessible manner”
	465	OMUN-Muni01-14 — Local Board Records	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(2)	Not specified “shall retain in secure and accessible manner”
	463	OMUN-Muni01-15 — Records Agreement Transferred Records	Municipal Act, 2001, S. O. 2001, c. 25, ss. 254.(3),(4),(5),(6); as am. S. O. 2006, c. 32, Sched. A, s. 108.	Event = Shall retain and preserve transferred records in a secure and accessible manner
	466	OMUN-Muni01-18 — Destruction of Records According to Retention Periods	Municipal Act, 2001, S. O. 2001, c. 25, ss. 255.(1) to (5); as am. S. O. 2006, c. 32, Sched. A, ss. 109(1),(2)	Event = Destroy only if retention period expired or if is copy
	572	OMUN-Muni01-20 — Treasurer of Municipality — Statement on Remuneration and Expenses	Municipal Act, 2001, S. O. 2001, c. 25, s. 284	Not specified “shall provide/are public records”
			OMUN-Muni01-24 — Municipality — Designated Operations Information	Municipal Act, 2001, S.O. 2001, c. 25, ss. 299.(3), (4), (6); as am. S.O. 2006, c. 32, Sched. A, s. 126.(2)
g068 Municipal Act, 2001 – Appeals 2 years	566	OMUN-Muni01-10 —Municipality — Appeal Information	Municipal Act, 2001, S.O. 2001, c. 25, s. 222(6); as am. S.O. 2017, c. 23, Sched. 5, s. 49(3)	Keep to provide on request to Board
		OMUN-Muni01-33 — Land Tax Repeals Applications — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, ss. 358(1)–(4), (6) to (8), (10), (13), (15); as am. S.O. 2010, c. 10, Sched. 1, s. 50(1); as am. S.O. 2017, c. 10, Sched. 1, s. 50	Event + 2 years (Event = Application filed between March 1 and December 31 of year)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
		OMUN-Muni01-35 — Actions for Repayment of Rebate Overpayments — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, s. 364.(23)	Event + 2 years (Event = Application made)
g069 Municipal Elections Act, 1996	413	OMUN-Mn.El96-3 OMUN-Mn.El96-3 — Municipal Elections Clerk — Notice to Electors of By-laws and Questions	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.(3) to (6)	Not specified “shall give”
	415	OMUN-Mn.El96-5 — Municipal Elections — Notices of Passing of By-law	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(4)	Not specified
	416	OMUN-Mn.El96-6 — Municipal Elections Appeals — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(9); as am. S. O. 2007, c. 15, s. 40.(1), Table 1	Event + 2 months (60 days)(Event = receiving notices)
	417	OMUN-Mn.El96-7 — Municipal Elections — Forms	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 9.(1)	Event = Shall be made available in English only
	418	OMUN-Mn.El96-8 — Municipal Elections — Notices Format	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 9.1.(2).	Event = Shall be made available in English and French
	419	OMUN-Mn.El96-9 — Clerk of Upper-Tier Municipality — Nomination Papers	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 11.1.(4)	Not specified “shall be filed”
	420	OMUN-Mn.El96-11 — Clerk — Delegations to Deputy Returning Officers or Election Officers	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 15.(4)	Not specified “shall be in writing”
	421	OMUN-Mn.El96-12 — Municipal Elections — Scrutineer Appointments	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 16.(5),(6)	Keep to provide on request
	422	OMUN-Mn.El96-13 — Municipal Property Assessment Corporation — Annual School Preliminary List / Voters List Extracts	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 19.(1),(1.1),(1.2),(3) to (4); as am. S. O. 2009, c. 33, Sched. 21, s. 8; ss. 21.(1),(2); ss. 23.(3) to (5); as am. S. O. 2009, c. 33, Sched. 21, s. 8; as am. S.O. 2016, c. 15, s. 17	Keep to provide on request / on written request
	424	OMUN-Mn.El96-16 — Clerk — Removal of Name from Voters List Applications	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 25 (4); as en. S.O. 2016, c. 15, s. 19	Not specified “shall be in writing/shall be filed”
	425	OMUN-Mn.El96-17 — Clerk — Interim and Final List of Changes	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 27; as am. S.O. 2016, c. 15, s. 20	Not specified “shall prepare”
	426	OMUN-Mn.El96-18 — Clerk — Voters List	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 28(1)	Not specified “shall prepare”
	427	OMUN-Mn.El96-19 — Council / Local Boards — Written Notices of Leave to be Candidate	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 30(2)	Not specified “shall give written”
	428	OMUN-Mn.El96-20 — Clerk — Notice of Offices	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 32	Not specified “shall give”
	429	OMUN-Mn.El96-21 — Clerk — Notices of Penalties	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 33.1; as am. S. O. 2002, c. 17, Sched. D, s. 12	Not specified “shall give”
	430	OMUN-Mn.El96-22 — Clerk — Notices of Rejection of Nomination	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 35.(4)	Not specified “shall give”
	432	OMUN-Mn.El96-24 — Clerk — Notices of Election Information	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 40	Not specified “shall give”
	433	OMUN-Mn.El96-25 — Clerk — List of Advance Voters	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 43.(5)(b),(6).	Keep to make available on request
	434	OMUN-Mn.El96-26 — Access to Election Documents	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 47.(5)	PRIVACY



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
	435	OMUN-Mn.El96-27 — Clerk — Statement of Results	Municipal Elections Act, 1996, S.O. 1996, c. 32, ss. 55.(1)(a),(d),(2)	Keep to provide copy on request
	436	OMUN-Mn.El96-28 — Clerk — Certified Copy of Orders	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 63.(9)	Not specified “shall give”
	443	OMUN-Mn.El96-35 — Municipal Election Controverted Election Applications — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 83.(2); as am. S. O. 2002, c. 17, Sched. D, s. 34	Event + 0.25 years(90 days) (Event = voting day)
	446	OMUN-Mn.El96-38 — Access to Municipal Election Records	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(5) to (9),(10); as am. S. O. 2009, c. 33, Sched. 21, s. 8.	PRIVACY
	447	OMUN-Mn.El96-39 — Access to Records Exceptions	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(6),(11)	PRIVACY
	448	OMUN-Mn.El96-40 — Deputy Returning Officer — Objections List	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 54.(4)(b),(c); as am. S. O. 1996, c. 32, Sched., s. 54.(4)	Not specified
	449	OMUN-Mn.El96-41 — Posting of Voter’s List	General Regulation, under the Municipal Elections Act, 1996, O. Reg. 101/97, s. 9; as en. O. Reg. 150/18, s. 2	Not specified
	450	OMUN-Mn.El96-42 — Municipal By-law Votes — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.3.(1),(5)	Event + 4 years (Event = day action took effect, or voting day)
	652	OMUN-Mn.El96-45 — Regular Election Offence Prosecutions — Limitation Period	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 94.2.(1); as en. S.O. 2009, c. 33, Sched. 21, s. 8	Event + 4 years (Event = December 1 of year regular election held)
	653	OMUN-Mn.El96-46 — By-Election Offence Prosecutions — Limitation Period	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 94.2.(2); as en. S.O. 2009, c. 33, Sched. 21, s. 8	Event = December 1 of next regular election after by-election
		OMUN-Mn.El96-48 — Clerks — Compliance Reports	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 88.23(4); as en. S.O. 2016, c. 15, s. 60	Keep to make available on request
		OMUN-Mn.El96-49 — Clerks — Registered Third Parties Financial and Auditor’s Reports	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 88.29(1), (10); as en. S.O. 2016, c. 15, s. 61	Keep to make available on request
		OMUN-Mn.El96-50 — Clerks — Compliance Audit Reports	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 88.34(2), (4); as en. S.O. 2016, c. 15, s. 64	Not specified “shall prepare / forward”
		OMUN-Mn.El96-54 — Clerks — Election Reports	Ranked Ballot Elections Regulation, under the Municipal Elections Act, 1996, O. Reg. 310/2016, s. 28	Keep to make available on request on website
		OMUN-Mn.El96-55 — Clerks — Election Reports	Ranked Ballot Elections Regulation, under the Municipal Elections Act, 1996, O. Reg. 310/2016, Sched. 2, s. 3 (part)	Keep to make available on request on website
		OMUN-Mn.El96-58 — Candidates — Advertisement Records	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched., s. 88.22(1)(g) to (l); as en. S.O. 2016, c. 15, s. 60	Event = Retained for term of office of members of council or local board and until successors elected / organized
		OMUN-Mn.El96-59 — Registered Third Parties — Contribution Records	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched., s. 88.26(1)(g) to (l); as en. S.O. 2016, c. 15, s. 60	Event = Retained for term of office of members of council or local board and until successors elected / organized



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g070 Municipal Elections Act, 1996 - ballots 120 days	444	OMUN-Mn.El96-36 — Clerk — Ballots and Election Documents	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(1) to (3); as am. S. O. 2009, c. 33, Sched. 21, ss. 8.(49, 50).	Event + 4 months (120 days) (Event = election day, unless court order or recount not disposed of)
g071 Municipal Freedom of Information and Protection of Privacy Act 2 years	220	OMUN-MFIPP-1 — Personal Information Retained by Institutions	General Regulation, under the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, R. 823, s. 5; as am. O. Reg. 124/15, s. 1	Event + 1 year Event = Use or period set out in by-law or resolution made by institution. . . or on consent or: if information credit or debit card payment data)
	552	OMUN-MFIPP-8 — Access Requests — Format	General Regulation, under the Municipal Freedom of Information and Protection of Privacy Act, R. R. O. 1990, R. 823, s. 11; as am. O. R. 35/11, s. 2; as am. O. R. 47/12	Not specified “shall be in written form”
	564	OMUN-MFIPP-58 — Extended Requests — Limitation Period	Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990, c. M. 56, ss. 17.(3) to (5); as en. S. O. 2006, c. 34, Sched. C, s. 14.(2)	2 years
g073 Occupational Health and Safety Act – Construction Project completion + 1 year	306	OCON-OHS-6 — Constructors — Design Drawings / Specifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O.R. 213/91, ss. 19, 236(7).	Event + 1 year (Event = Project finished; and at project whole system on project)
	g074	OCON-OHS-9 — Owner of Elevating Work Platforms — Inspections / Test / Repair Records and Repair Tags	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 145, 146	Event + 1 year (Event = Project finished; and shall be attached to elevating work platform near operator’s station)
		OCON-OHS-11 — Constructors — Engineer’s Support Systems Opinions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 234.(1), (2)(h), (3) to (5)	Event + 1 year (Event = Project finished; and shall keep on project)
		OCON-OHS-12 — Constructor — Formwork/Falsework Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 89.(5)	Event + 1 year (Event = Project finished; and kept on project while in use)
		OCON-OHS-14 — Formwork/ Falsework/Re-shoring Tests	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 87.(3)(b), (4)	Event + 1 year (Event = Project finished)
		OCON-OHS-15 — Engineer’s Scaffold Certifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 127	Event + 1 year (Event = Project finished)
		OCON-OHS-16 — Constructors — Scaffold Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 130.(5)	Event + 1 year (Event = Project finished; and at project while erected)
		OCON-OHS-18 — Constructors — Platform Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 137.3(6); as en. O. Reg. 242/16, s. 11	Event + 1 year (Event = Project finished; and while on project. on project)
		OCON-OHS-21 — Machines / Equipment / Vehicles / Tool Manuals	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 93.(4); as am. O. Reg. 145/00, s. 25.(2)	Event + 1 year (Event = Project finished; readily available on site)
	368	OCON-OHS-23 — Constructors — Construction Registration Forms	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 5, as am., O. Reg. 145/00, s. 3.	Event = Keep while employer is working there
	369	OCON-OHS-24 — Constructors — Posting and Retention of Construction Notification Form	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4 ; as am. O. Reg. 242/16, s. 3; s. 19	Event + 1 year (Event = Project finished; and kept at project)
	370	OCON-OHS-25 — Engineer’s Safety Net Inspections/ Tests Documentation	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9	Event + 1 year (Event = Project finished; and kept at project while net in service).
371	OCON-OHS-26 — Constructors — Lifeline System Designs	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 26.9.(8) pars. 1, 6; as am. O. R. 145/00, s. 14.	Event = Keep design at project while system in use.	



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
	372	OCON-OHS-27 — Constructors — Record of Servicing, Cleaning and Sanitizing of Facilities and Facilities Location Change Documents	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 29.(9),(12); as am. O. R. 145/00, s. 15.	Event = Keep for duration of project
	373	OCON-OHS-28 — Employers — Traffic Protection Plan	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21	Event + 1 year (Event = Project finished; and shall be kept at project)
	374	OCON-OHS-29 — Traffic Signal Instructions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 69.(4)(d),(5); as am. O. R. 145/00, s. 23.	Event = Shall be kept at project
	375	OCON-OHS-30 — Employers — Signaller Instructions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 106.(1.5); as am. O. R. 145/00, s. 28.	Event = Keep at project
		OCON-OHS-40— Constructors — Overhead Electrical Conductor Minimum Distance Measures and Procedures	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 188(4) to (6); as en. O. Reg. 627/05, s. 7	Event + 1 year (Event = Project finished)
		OCON-OHS-43 — Constructors — Multi-Point Suspended Scaffold Design Drawings / Deviations and Design Load Reports	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 142.4, 142.2(14), (15), (17), 142.5(2) to (4); as am. O. Reg. 85/04, s. 15; s. 19; as am. O. Reg. 242/16, ss. 12(5), 13	Event + 1 year (Event = Project finished; and shall keep specified reports, drawings and approvals on site at project)
		OCON-OHS-44— Constructors — Multi-Point Suspended Scaffold Inspection, Test, Repair, Modification, Maintenance Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 142.8(1), (2); as am. O. Reg. 85/04, s. 15; as am. O. Reg. 242/16, s. 13	Event + 1 year (Event = Project finished; and at project while scaffold there)
		OCON-OHS-48— Constructors — Hoist Platform Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 153(14), (15); as am. O. Reg. 631/94, s. 4; as am. O. Reg. 527/00, s. 5	Event + 1 year (Event = Project finished; with crane at all times during hoisting operations)
g074 Occupational Health and Safety Act – Equipment Longer of 2 most recent reports or 1 year	166	OJPP-OHS-1 — Fire-Fighting Chassis Mounted Aerial Device Service Records	Firefighters Protective Equipment Regulation, under the Occupational Health & Safety Act, O. Reg. 714/94, s. 6 (7)	Event = as long as the device is in service
	244	OHC-OHS-3 — Employers — Autoclave Testing Records	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O.R. 67/93, ss. 4, 60.(1)(e).	1 year; or longer if necessary to ensure 2 more recent reports/records on file
	245	OHC-OHS-5 — Lifting Equipment Inspection	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 79(1), (2).	Event + 1 year (Event = As long as equipment remains on premises / equipment removed)
		OHC-OHS-10 — Employers — Inspection Report on Lifting or Self-Propelled Mobile Equipment	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 4, 55	1 year; or longer if necessary to ensure 2 more recent reports/records on file
	376	OS-OHS-86 — Pre-Start Health Exemption Documents	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss. 7.(10),(15); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2.	Event = Shall keep as long as protective element rack, stacking structure, lifting device, travelling crane or automobile hoist remains in workplace, or process is used in workplace
	377	OS-OHS-87 — Pre-Start Health/Safety Reviews	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss. 7.(2),(4),(13),(14); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2; as am. O. R. 420/10, s. 23.	Keep to make available on request in workplace with supporting documentation
	g073	OCON-OHS-9 — Owner of Elevating Work Platforms — Inspections / Test / Repair Records and Repair Tags	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 145, 146, 19	Event + 1 year (Event = Project finished; and shall be attached to elevating work platform near operator’s station)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g075 Occupational Health and Safety Act – Confined Space Longer of 2 most recent reports or 1 year	545	OS-OHS-187 — Lead Employers / Contractors — Confined Space Co-ordination Documents	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 4.(2),(4), 21; as am. O. R. 95/11, ss. 3.(1),(3), 10	Longer of: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records retained
	546	OS-OHS-189 — Employers — Confined Space Assessments	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 6.(1) to (4)	Not specified “shall ensure carried out/recorded in writing”
	547	OS-OHS-191 — Employers — Confined Space Atmospheric Test Records	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 18.(1) to (6); s. 21.(1); as am. O. R. 95/11, s. 10.	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained
	548	OS-OHS-206 — Employers — Confined Space Programs	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 5.(1); as am. O. R. 95/11, s. 4.	Not specified “shall ensure maintained”
	549	OS-OHS-207 — Employers — Confined Space Plans	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 7.(1)	Not specified “shall ensure developed”
g076 Occupational Health and Safety Act – General 3 years	553	OCON-OHS-85 — Building Owners / Employers — Posting of Clearance Air Testing Results	Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations Regulation, under the Occupational Health and Safety Act, O. R. 278/05, s. 18.(8)	Not specified
	304	OS-OHS-48 — Health and Occupational Safety Offence Prosecutions — Limitation Period	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69; as am. S.O. 2017, c. 34, Sched. 30, s. 5	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69; as am. S.O. 2017, c. 34, Sched. 30, s. 5
	303	OS-OHS-49 — Constructors or Employers — Posting of Health/Safety Committee Information	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32).	Not specified
	635	OHC-OHS-13 — Employers — Indoor Ventilation Inspection Reports	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 4, 19.(4)	1 year; or longer if necessary to ensure 2 more recent reports/ records on file
	555	OS-OHS-182 — WHMIS Supplier and Employer Material Safety Data Sheets — Limitation (Expiry) Period	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 17, 18; as am. O. Reg. 168/16, s. 11; as am. O. Reg. 458/18, s. 6	Event = Superseded
	556	OS-OHS-185 — WHMIS — Toxicological Data for Material Safety Sheets	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 860, s. 25; as am. O. Reg. 168/16, ss. 2(1), (3), 14	Keep to provide on request
	499	OS-OHS-212 — Employers — Workplace Violence / Harassment Policies and Information	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 32.0.1.(1),(2), 32.0.5.(2) to (4), 32.0.7; as en. S. O. 2009, c. 23, s. 3; s. 55.1; as am. S. O. 2011, c. 1, Schedule 7, s. 2.(9)	Not specified “shall prepare/ keep to provide on request”
	557	OS-OHS-46 — Posting of Warning of Hazardous Physical Agents	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 41.(1),(2)	Not specified
	558	OS-OHS-47 — Posting of Hazardous Physical Agents Notices	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 41.(3),(4)	Not specified
	305	OS-OHS-53 — Joint Health & Safety Committee — Minutes of Proceedings	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22).	Not specified “shall maintain and keep”
	OS-OHS-91 — Safety Data Sheets — Limitation/Expiry Period	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37(1), (5); as am. S.O. 2015, c. 27, Sched. 4, s. 2(1), (2), (4) s. 38; as am. S.O. 2001, c. 9, Sched. I, s. 3(8); as am. S.O. 2015, c. 27, Sched. 4, s. 3(1) to (6)	Event + 3 years (Event = Date of publication)	

P – Permanent S – Superseded E – Event V – Vital PIB – Personal Information Bank ** - Archival Review



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
	559	OS-OHS-92 — Employers — Assessment for Hazardous Materials	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, s. 39	Keep to make available on request
g077 Occupational Health and Safety Act – Working at Heights training records 3 years		OS-OHS-230 — Employers — Working at Heights Training Records	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 10; as en. O. Reg. 253/14, s. 1	Not specified “shall maintain”
		OS-OHS-231 — Working at Heights Training — Limitation (Expiry) Period	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 8; as en. O. Reg. 253/14, s. 1	Event + 3 years (Event = Date of successful completion of training program)
g078 Occupational Health and Safety Act – Accident Records Longer of 2 most recent reports or 1 year (1 year after project finished, if applicable)	243	OHC-OHS-1 — Employers — Accident Records	Health Care and Residential Facilities Regulations, under the Occupational Health and Safety Act, O. R. 67/93, s. 4; s. 5; as am. O.R. 25/09, s. 2 5.	1 year; or longer to ensure 2 more recent reports/records on file
		OCON-OHS-32— Accident Notices and Reports Format	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 8; as am. O. Reg. 145/00, s. 6; as am. O. Reg. 142/17, s. 2; s. 9; as am. O. Reg. 145/00, s. 7(1), (2); as am. O. Reg. 142/17, s. 3(1), (2); s. 11; as am. O. Reg. 85/04, s. 3; s. 12; as am. O. Reg. 142/17, s. 5	Not specified
		OS-OHS-51 — Industrial Establishments — Accident Records	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 851, ss. 5(3), (4); as am. O. Reg. 420/10, s. 2(4); s. 6	1 year; or longer if necessary to ensure 2 most recent reports/ records kept
		OCON-OHS-1 — Employers — Accident Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 10, 19	Event + 1 year (Event = Project finished)
g079 Occupational Health and Safety Act – Designated Substances Exposure 40 years	560	OS-OHS-210 — Employers — Hazardous Biological or Chemical Agent Exposure Records	Control of Exposure to Biological or Chemical Agents Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 833, s. 8.(4)	Keep to make available to physician on request
	536	OS-OHS-217 — Employers — Worker Exposure to Airborne Concentrations of Designated Substances Results	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 25.(c)	5 years
	537	OS-OHS-218 — Employers — Worker Personal Exposure Records	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 27	Not specified “shall provide”
g080 Ontario Heritage Act – Register Shall keep	307	OMUN-Heri.-1 — Municipal Clerk — Heritage Properties Register	Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27; as am. S.O. 2002, c. 18, Sched. F, s. 2(6); as am. S.O. 2005, c. 6, s. 15; as am. S.O. 2006, c. 11, Sched. B, s. 11(2)	Not specified
	521	OMUN-Heri.-3 — Municipal Clerk — Register of Heritage Conservation Districts	Ontario Heritage Act, R. S. O. 1990, c. O. 18, s. 39.2	Not specified “shall keep”
g081 Ontario Heritage Act – Plan End of plan year + 3 years	522	OMUN-Heri.-4 — Heritage Conservation Study Area Designations — Limitation Period	Ontario Heritage Act, R. S. O. 1990, c. O.18, ss. 40.1.(1),(6); as am. S. O. 2005, c. 6, s. 29	Event + 3 years (Event = end of designated year)
	523	OMUN-Heri.-7 — Heritage Conservation District Plans	Ontario Heritage Act, R. S. O. 1990, c. O.18, s. 41.1.(12); as am. S. O. 2005, c. 6, s. 31	Keep to provide on request



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g082 Ontario Water Resources Act 5 years	309	OENV-Wt.Rs.-1 — Ontario Water Resources Act Offence Proceedings/Prosecutions — Limitation Period	Ontario Water Resources Act, R. S. O. 1990, c. O. 40, s. 94; as am. S. O. 2001, c. 9, Sched. G, s. 6.(38).	Event + 2 years (Event = later of: date offence committed and date: offence first came to attention of designated person)
		OENV-Wt.Rs.-30 — Records of Site Conditions — Orders Against Municipalities — Limitation Period	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 89.7(3), (4); as am. S.O. 2006, c. 19, Sched. K, s. 3(3)	Event + 5 years (Event = Earlier of: Day municipality became owner of property or: day ceases to be owner)
		OENV-Wt.Rs.-32 — Records of Site Conditions — Orders against Secured Creditors — Limitation Period	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 89.10(3), (4); as am. S.O. 2006, c. 19, Sched. K, s. 3(4)	Event + 5 years (Event = Earlier of: Day secured creditor became owner of property or: day ceases to be owner)
	467	OENV-Wt.Rs.-34 — Facility Owners — Posting of Certificate of Classification of Facility	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 4.(5)	Not specified
	468	OENV-Wt.Rs.-35 — Facility Owner — Posting of Licensed Operator Licences	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 13.	Not specified
	459	OENV-Wt.Rs.-36 — Facility Owner — Operator-in-charge Records	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 17.(2).	Not specified “shall ensure maintained”
	460	OENV-Wt.Rs.-37 — Operator-in-charge — Adjustment and Equipment Operating Status Records	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, ss. 18.(2)(c)(d).	Not specified “shall ensure maintained/prepared”
	461	OENV-Wt.Rs.-38 — Facility Owner — Logs and Record-keeping Mechanisms	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 19	2 years
		OENV-Wt.Rs.-39 — Facility Owner — Operations and Maintenance Manuals	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. Reg. 129/04, s. 20	2 years
	458	OENV-Wt.Rs.-40 — Facility Owner — Training Records	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, ss. 21.(3),(4).	Not specified “shall ensure maintained”
	OENV-Wt.Rs.-51 — Permit Holders — Permit Records	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 34.1(9)(f), 34.7(2)(e)	Not specified “governing keeping of”	
g088 Pension Benefits Act, R.S.O. 1990 5 years	311	OLA-Pn.Bn.-1 — Pension Benefits Offence Prosecutions — Limitation Period	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2).	Event + 5 years (Event = Offence occurred or alleged occurred)
g089 Environmental Limitation	554	OAF-Pest.-3 — Pesticide Offence Proceedings — Limitation Period	Pesticides Act, R. S. O. 1990, c. P.11, s. 48; as am. S. O. 2009, c. 33, Sched. 15, s. 9.(7)	Event + 2 years (Event = Later of: day offence committed; and day evidence of offence first came to attention of provincial officer or Director)



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
Later of: day offence committed; and day evidence of offence first came to attention of designated authority + 2 years	158	OENV-Ev.Pr.-10 — Environmental Offence Prosecutions — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.	Event + 2 years (Event = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.)
g090 Planning Act – Planning 10 years	312	OMUN-Plan.-2 — Official Plans	Planning Act, R.S.O. 1990, c. P.13, s. 20.	Not specified “shall be lodged in office of clerk of each municipality”
	567	OMUN-Plan.-9 — Minutes, Records of Applications, Decisions & Committee Minutes, Application Records and Decisions	Planning Act, R.S.O. 1990, c. P.13, ss. 14.2(6), 44(10); as am. S.O. 2006, c. 32, Sched. C, s. 47(11)	Not specified “shall keep on file”
		OMUN-Plan.-10 — Appeal Records	Planning Act, R.S.O. 1990, c. P.13, ss. 17(29), (29.1), (31), (32), (42), (42.1); as am. S.O. 1996, c. 4, s. 9; as am. S.O.1999, c. 12, Sched. M, s. 22; as am. S.O. 2017, c. 23, Sched. 5, ss. 87(1) to (4); ss. 22(9), (9.1); as am. S.O. 1996, c. 4, s. 13; as am. S.O. 1999, c. 12, Sched. M, s. 23(1); as am. S.O. 2017, c. 23, Sched. 5, s. 88(2); s. 34(23); as am. S.O. 1996, c. 4, s. 20(10); as am. S.O. 2006, c. 23, s. 15(11); as am. S.O. 2017, c. 23, Sched. 3, s. 10(8); ss. 51(35), (50), (51); as am. S.O. 1994, c. 23, s. 30; as am. S.O. 1996, c. 4, s. 28(7); as am. S.O. 1999, c. 12; Sched. M, s. 28(3); as am. S.O. 2017, c. 23, Sched. 5, ss. 99(2), (4), (5); ss. 53(15), (16), 16(1), (28), (29), (29.1); as am. S.O. 1994, c. 23, s. 32; as am. S.O. 1999, c. 12, Sched. M, s. 29; as am. S.O. 2006, c. 23, 13(11); as am. S.O. 2017, c. 23, Sched. 5, ss. 80, 100(2) to (5)	Not specified “shall ensure is compiled”
		OMUN-Plan.-15 — Records Compiled by Clerks for Approval Authority under ss. 17(29), (31) of Planning Act	Official Plans and Plan Amendments Regulation, under the Planning Act, O. Reg. 543/06, ss. 6, 7; s. 8.1 par. 2; as en. O. Reg. 180/16, s. 6	Not specified “compiled”
		OMUN-Plan.-17 — Records Compiled by Clerks for O.M.B. (s. 22(9) of Planning Act)	Official Plans and Plan Amendments Regulation, under the Planning Act, O. Reg. 543/06, s. 13; as am. O. Reg. 180/16, s. 9; as am. O. Reg. 68/18, s. 11(1), (2)	Not specified “compiled”
		OMUN-Plan.-18 — Records Compiled by Clerks for O. M. B. (ss. 51(35), (50)(a) of Planning Act)	Plans of Subdivision Regulation, under the Planning Act, O. Reg. 544/06, ss. 8, 11; as am. O. Reg. 74, ss. 6, 8(1), (2)	Not specified “compiled”
		OMUN-Plan.-19 — Records Compiled by Clerks for O.M.B. (s. 34(23) of Planning Act)	Zoning By-Laws, Holding By-Laws and Interim Control By-Laws Regulation, under the Planning Act, O. Reg. 545/06, s. 7; as am. O. Reg. 179/16, s. 4; as am. O. Reg. 73/18, s. 7(1) to (3)	Not specified “compiled”
		OMUN-Plan.-24 — Municipal Councils — Official Plans Zoning Bylaws	Planning Act, R.S.O. 1990, c. P.13, s. 26(1), (1.1), (9); as am. S.O. 2015, c. 26, s. 24(1); as am. S.O. 2006, c. 23, s. 13	Official Plans: Event + 5 years (Event = 1[st] 10 year amendment) Bylaws: Event = Event + 3 years (Event = Such amendment)
g091	109	OPM-Plan.-1 — Approval Authority Applications / Correspondence	Delegation of Authority of Minister to Give Consents, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(a), as am., O. Reg. 426/96, s. 2	Not specified



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
Planning Act – Approval Authority Not specified	110	OPM-Plan.-2 — Approval Authority Meeting Minutes	Delegation of Authority of Minister to Give Consents, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(b), as am., O. Reg. 426/96, s. 2.	Not specified
	111	OPM-Plan.-3 — Approval Authority Records	Delegation of Authority of Minister to Give Consents, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(c), as am., O. Reg. 426/96, s. 2.	Not specified
	112	OMUN-PLAN.-7 — Municipal Approval Authority Records	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 13.	Not specified
g092 Pounds Act Not specified	320	OMUN-Pounds-1 — Clerk — Book of Distrained Animals / Pound Notices	Pounds Act, R.S.O. 1990, c. P.17, ss. 9(3), (4).	Not specified
g093 Provincial Offences Act Not specified	569	OLA-Pr.Of.-2 — Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.1.(2); as am. S. O. 1993, c. 31, s. 1.(12); s. 18.2.(5); as am. S. O. 1992, c. 20, s. 1.(1)	75 days
		OLA-Pr.Of.-6 — Civil Enforcement of Fines — Limitation Period	Provincial Offences Act, R.S.O. 1990, c. P.33, s. 68(2)	Event + 2 years (Event = Default for which certificate issued)
g094 Public Vehicles Act 1 year	233	OMV-Pb.Vh.-2 — Public Vehicles Hours of Labour/Trip Reports	General Regulation, under the Public Vehicles Act, R.R.O. 1990, Reg. 982, s. 24.	One year
g095 Real Property Limitations Act 10 years	392	OLA-RPL-14 — Mortgages Arrear Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 22.	Event + 10 years (Event = last payment of any part of principal or interest)
	391	OLA-RPL-17 — Mortgage Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 19.	Event + 10 years (Event = mortgagee obtained possession or: receipt of profits of land or: acknowledgments)
	397	OLA-RPL-18 — Recovery of Future Estate Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 6(1).	Longer of: Event + 5 years (Event = Estate of entitled person vested in possession) And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)
		393	OLA-RPL-19 — Recovery of Land and Rent Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4.
	390	OLA-RPL-20 — Rent Arrear Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1).	Event + 6 years (Event = Rent became due or acknowledgment in writing of same given)
			OLA-RPL-30 — Rights to make Entry or Distress, or for Action, to Recover Land or Rent where Person under Disability — Ultimate Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 37



Records Classification & Retention Schedule 2020

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g096 Retail Sales Tax Act 6 years	108	OF-RST-9 — Retail Sales Tax Accounting Records	Definitions, Exemptions and Rebates Regulation, under the Retail Sales Tax Act, R.R.O. 1990, Reg. 1012, s. 22; as am. O.Reg. 35/91, s. 4.	Event + 6 years (72 months)(Event = start of fiscal year during which records destroyed unless Minister approves earlier, and no outstanding court action).
g099 Technical Standards and Safety Act, 2000 — Elevating Device Operation 5 years	398	OC-TSS-1 — Owners — Posting of Elevator Licences	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 30.	Not Specified
	399	OC-TSS-2 — Elevating Devices — Inspection and Tests Records Logbook	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 33.(6),(7), 4.(2).	Event + 5 years (Event = Date of last entry)
	400	OC-TSS-3 — Owner/Contractors — Elevating Devices Log Books	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 34; as am. O. R. 252/08, s. 19.	Event + 5 years (Event = date of last entry)
	401	OC-TSS-4 — Owners — List of Emergency Contacts	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 37.(e); as am. O. R. 252/08, s. 22.	Keep to make available on request
	403	OC-TSS-6 — Owners — Passenger Elevator Contractor Contacts	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 38.	Keep to make available on request
g100 Technical Standards and Safety Act, 2000 — Elevating Device design & instruction Until decommissioned or Transfer to new owners	402	OC-TSS-5 — Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 25.(2), 37.(f),(g).	Keep to make available on request and transfer to new owners
g102 Workplace Safety and Insurance Act, 1997 – Wages 2 years	357	OHR-WSI-8 — Offence Prosecutions — Limitation Period	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 157.1.(1); as am. S. O. 2001, c. 9, Schedule I, s. 4.(5).	Event + 2 years (Event = most recent act or omission upon which prosecution is based comes to knowledge of Board)
	358	OHR-WSI-1 — Schedule 1 Employers — Wages Record	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 80; as am. S. O. 2001, Schedule I, s. 4.(2).	Not specified
g103 Workplace Safety and Insurance Act, 1997 – firefighter		OHR-WSI-18 — Firefighters Occupational Disease Claims — Primary–Site Colorectal Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(1); as am. O. Reg. 423/09, s. 3.(1)	Event + 10 years (Event = Employed before being diagnosed)
		OHR-WSI-19 — Firefighters Occupational Disease Claims — Primary–Site Brain, Breast or Primary-Site Testicular Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5(2); as am. O. Reg. 423/09, s. 3(3); as am. O. Reg. 113/14, s. 2(1)	Event + 10 years (Event = Employed before being diagnosed)



Records Classification & Retention Schedule 2020

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employment terms 25 years		OHR-WSI-20 — Firefighters Occupational Disease Claims — Primary—Site Bladder Cancer, Primary Acute Myeloid Leukemia, Primary Acute Lymphocytic Leukemia, Primary Acute Lymphocytic Leukemia, Primary-Site Ureter Cancer or Multiple Myeloma — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5(3); as am. O. Reg. 423/09, s. 3(3); as am. O. Reg. 113/14, s. 2(2) to (4); as am. O. Reg. 311/18, s. 2(2)	Event + 15 years (Event = Employed before being diagnosed)
		OHR-WSI-21 — Firefighters Occupational Disease Claims — Primary Non—Hodgkin’s Lymphoma and Primary— Site Kidney Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(4); as am. O. Reg. 423/09, s. 3.(4)	Event + 20 years (Event = Employed before being diagnosed)
		OHR-WSI-22 — Firefighters Occupational Disease Claims — Primary— Site Esophageal Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(5); as am. O. Reg. 423/09, s. 3.(5)	Event + 25 years (Event = Employed before being diagnosed)
g104 Workplace Safety and Insurance Act, 1997 – Accidents 2 years	355	OHR-WSI-10 — Accident and First Aid Records	First Aid Requirements Regulation, under the Workplace Safety and Insurance Act, 1997, R.R.O. 1990, R. 1101, s. 5.	Not specified.
		OHR-WSI-2 — Accident Claims — Limitation Period	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, s. 22(1), (3)	Event + 0.5 years (6 months) (Event = Accident or when worker learns he/she suffers from disease)
g108 Safe Drinking Water Act – Drinking Water System Testing & Evaluation 15 years	474	OENV-SDW-27 — Drinking–Water System Owners — Sodium, fluoridation and Trace Chemicals (Schedule 23/24) Test Records, Raw Water Supply Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(3) par. 1, 3, (5),(6); as am. O. R. 399/07, s. 4.(3).	15 years
	486	OENV-SDW-39 — Owner/Operating Authority of Drinking–Water System — : Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential — Engineering Evaluation Reports and OWRA Approvals	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6);Schedule 21: Engineering Evaluation Reports, Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential, ss. 21–2.(1), 21–2.(3), 21–6.	15 years; 2 years readily accessible during normal business hours at facility
	490	OENV-SDW-43 — Drinking–Water System Owner: Large Municipal Residential — Sodium Test Results	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, s. 17–13.	15 years
	492	OENV-SDW-45 — Owner of Drinking–Water System: Municipal Residential, Non–Municipal Residential and Seasonal Residential — Corrective Action Reports	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. 4; Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 18–10 to 18.–13; as am. O. R. 418/09, s. 25.(2)	15 years
g110 Safe Drinking Water Act – Assessments & Reporting 6 years		OENV-SDW-16 — Owners / Operating Authorities of Subsystem — Logs / Records–Keeping Mechanisms	Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 128/04, s. 27	Event + 5 years (Event = Date of last entry)
	470	OENV-SDW-23 — Owners of Drinking–Water Systems — Annual Reports	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 3,(3); as am. O. R. 253/05, s. 9.(1).; as am. O. R. 247/06, s. 11; s. 13.(2) par. 1.(3); ss. 11.(1) to (2.1),(6) to (11); as am. O. R. 269/03, s. 6; as am. O. R. 253/05, s. 8.(1); as am. O. R. 247/06, s. 10; as am. O. R.418/09, s. 8.	6 years; 2 years readily available



Records Classification & Retention Schedule 2020

Cite Group	Cite #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
	471	OENV-SDW-24 — Owners of Drinking–Water Systems — Test Results, Approvals, Annual Report, Schedule 21/22 Reports	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) pars. 1 to 4,(4),(5); as am. O. R. 253/05, s. 9; as am. O. R. 247/06, s. 11; as am. O. R. 418/09, s. 9.	Not specified but at least 2 years readily available
	473	OENV-SDW-26 — Drinking–Water System Owners — Chemical and Lead Test Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(2) par. 1,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 399/07, ss. 4.(1),(2); as am. O. R. 418/09, s. 10.(3); as am. O. Reg. 458/16, s. 7	6 years
	475	OENV-SDW-28 — Documents — Electronic Format	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 14.(2).	Not specified
	476	OENV-SDW-29 — System Owner — Disinfection Equipment Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 1: Treatment Equipment Municipal: Large Residential Small Residential, s. 1.6.(3).	Not specified “shall ensure records”
	477	OENV-SDW-30 — Drinking–Water System Owners — Water Treatment Equipment Operating Instructions	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 2: Treatment Equipment (Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), s. 2.2.(1) par. (6).	Event = Ensure instructions kept near equipment
	479	OENV-SDW-32 — Schedule 4 Approval Conditions — Written Assessments	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 4: Relief from Schedule 1, s. 4.4; as am. O. R. 418/09, s. 13.	Not specified “shall ensure prepared”
	487	OENV-SDW-40 — Owners of Drinking–Water Systems — Municipal: Large Residential, Small Residential, Summary Reports	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 12.(1) par. 4.(3) to (5), 13.(2) par. 4; Schedule 22: Summary Reports For Municipalities, Municipal: Large Residential Small Residential, ss. 22–2.(1),(4).	6 years; 2 years readily accessible during business hours at facility
	489	OENV-SDW-42 — Drinking–Water System Owner: Large Municipal Residential — Radiological, Pesticide and other Health Related Parameter Testing Results	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(2) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, ss. 17–10 to 17–12; as am. O. R. 418/09, s. 24.	6 years
		OENV-SDW-57 — Owner of Drinking–Water System — Financial Plans	Financial Plans Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 453/07, ss. 1(3), 2 pars. 2, 5, 3 pars. 2, 5	Event = Must keep to provide on request and plans must be valid for 6 years
g111 Safe Drinking Water Act – Maintenance and Operational Checks 2 years	469	OENV-SDW-22 — Owners of Drinking–Water Systems — Warning Notice Check Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 8.(8) to (9); as am. O. R. 247/06, s. 6	1 year (12 months) in location where can be conveniently accessed by provincial officer
	472	OENV-SDW-25 — Drinking–Water System Owners — Chlorine Distribution Sample Records, Microbiological Sampling and Testing Records, Maintenance and Operational Checks Records, Approval Records	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(1) pars. 1, 2,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 418/09, s. 10.(1)	2 years
	478	OENV-SDW-31 — Drinking–Water System Owners — Records of Entry Treatment Units, Dates, Locations, Approvals and Failures to Obtain Access	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4, Schedule 3: Point of Entry Treatment (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 3–1.1.(1) par. 4,(5),(6)(7)(a); as am. O. R. 418/09, s. 13.	2 years



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
	481	OENV-SDW-34 — Drinking-Water Systems Owners — Continuous Monitoring Equipment Tests	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6-5.(1) pars. 1-3, (1.1); as am. O. R. 418/09, s. 15.(14); as am. O. Reg. 458/17, s. 11(1), (4)	2 years
	482	OENV-SDW-35 — Owner /Operating Authority of Drinking-Water System — Sample Records	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6.10.(1),(2); as am. O. R. 418/09, s. 15.(17).	2 years
	483	OENV-SDW-36 — Owner/ Operating Authority of Drinking-Water System — Maintenance and Operational Checks Records	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, s. ii, Schedule 6, s. 6-5(1) paras. 1-3, (1.1); as am. O. Reg. 418/09, s. 15.(14); as am. O. Reg. 458/17, s. 11(1), (4)	2 years
	484	OENV-SDW-37 —Owner /Operating Authority of Drinking-Water System — Maintenance and Operational Checks Records	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3; Schedule 9: Maintenance and Operational Checks Municipal: Small Non-Residential Non-Municipal: Seasonal Residential Small Non-Residential, s. 9.2.(5).	2 years
	485	OENV-SDW-38 — Posting of Warning Notices of Potential Problems	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, Schedule 19: Warning Notice of Potential Problems , ss. 19-2,19-3.(1),(2); as am. O. R. 249/03, s. 22; as am. O. R. 247/06, s. 30.	Not specified
	488	OENV-SDW-41 — Owner of Drinking-Water System: Large Municipal Residential — Corrective Action Reports for Aeromonas spp., E-coli and Coliforms	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3; Schedule 17: Corrective Action Large Municipal Residential, ss. 17-5 to 17-9.	2 years
	491	OENV-SDW-44 — Owner of Drinking-Water System; Municipal Residential, Non-Municipal Residential and Seasonal Residential — Corrective Action Reports	Drinking-Water Systems Regulations, under the Safe Drinking-Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4; Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non-Residential; Non-Municipal Residential; Non-Municipal Non-Residential), ss. 18-5 to 18-9.	2 years
g113 Health Tax Assessment Shall enter in		OHC-HPP-5 — Clerks of Municipalities — Collector's Rolls	Health Protection and Promotion Act, R.S.O. 1990, c. H.7, ss. 15.(3); as am. S.O. 2004, c. 3, Schedule A, s. 86	Not specified "shall enter in"
g114 Personal Health Information Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act		OHC-PHIPA-2 — Documents Where Individual Deceased	Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 9.(1)	PRIVACY Earlier of: Event + 50 years (Event = Death of individual; no longer private) Or: Event + 100 years (Event = Record created; no longer private)
		OHC-PHIPA-9 — Personal Health Information Custodians — Records Retention	Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 13.(2)	Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act
g115 Small Drinking Water Systems		OHC-HPP-49 — Small Drinking Water System Owners / Operators — Water Tests/ Reports / Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 10	5 years



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
- water tests & reports 5 years		OHC-HPP-56 — Small Drinking Water System Owners/ Operators — Sample Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, ss. 24.(1), 10.(1) par. 1	5 years
g116 Small Drinking Water Systems - operating manuals & maintenance records Longer of equipment in use or 5 years		OHC-HPP-53 — Small Drinking Water System Owners/ Operators — Water Treatment Equipment Maintenance Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 14.(1) par. 9	Longer of: Event = As long as water treatment equipment remains in use Or: 5 years
		OHC-HPP-54 — Small Drinking Water System Owners/ Operators — Manufacturer Operating Manuals or Instructions	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 14.(1) par. 10	Longer of: Event = As long as water treatment equipment remains in use Or: 5 years
		OHC-HPP-55 — Small Drinking Water System Owners/ Operators — Continuous Monitoring Equipment Maintenance Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 15 par. 3	Event = As long as water treatment equipment remains in use Or: 5 years
g118 Municipal Act – Corporate Books & Records Shall Keep		OMUN-Muni01-11 — Municipal Clerk — Resolutions, Decisions, Voting Records, By-laws, Minutes of Proceedings	Municipal Act, 2001, S.O. 2001, c. 25, ss. 228.(1)(a) to (c)	Not specified “shall record/keep originals or copies”
		OMUN-Muni01-25 — Municipalities — By-laws	Municipal Act, 2001, S.O. 2001, c. 25, ss. 299(3), (4), (6); as am. S.O. 2006, c. 32, Sched. A, s. 126(2)	Keep to provide Minister of Finance on request
		OMUN-Muni01-50 — Municipalities or Local Boards or Committees — Resolutions and Decisions	Municipal Act, 2001, S.O. 2001, c. 25, ss. 239(7), (8); as en. S.O. 2006, c. 32, Sched. A, s. 103(3)	Not specified “shall record”
g119 Corporations Act – Corporate Books and Records Shall Keep		OC-Corp.-1 — Corporations — By-Laws and Special Resolutions	Corporations Act, R.S.O. 1990, c. C. 38, ss. 300 par. 2, 304.(1)(part), (2), (3), 305.(1)(part) editors note: The Municipal Act specifically states that the Corporations Act does not apply. The citation has been provided in the event that a Municipality creates an incorporated entity	Not specified “shall cause to be kept at head office of corporation”
		OC-Corp.-3 — Corporations — Letters Patent or Copy of Special Act of Incorporation	Corporations Act, R.S.O. 1990, c. C. 38, ss. 300 par. 1, 304.(1)(part), (2), (3), 305.(1)(part)	Not specified “shall cause to be kept”
		OC-Corp.-4 — Corporations — Meetings Minutes of Proceedings	Corporations Act, R.S.O. 1990, c. C. 38, ss. 299.(1), 304.(1)(part), (2), (3), 305.(1)(part)	Not specified “shall cause to be entered in books kept at head office of corporation”
		OC-Corp.-5 — Corporations — Register of Directors	Corporations Act, R.S.O. 1990, c. C. 38, s. 300 par. 4; as am. S.O. 2004, c. 19, s. 10.(5); ss. 304.(1)(part), (2), (3), 305.(1)(part)	Not specified “shall cause to be kept at head office of corporation”



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g120 Limitations Act – No Limitation (including sexual assault & undiscovered environmental claims) No Limitation		OLA-Limi02-8 — Proceedings Where No Limitation Period	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1); as am. S.O. 2007, c. 13, s. 44; ss. 16(4), 17; as. am. S.O. 2010, c. 1, Schedule 14, s. 1 ; as am. S.O. 2016, c. 2, Schedule 2, s. 4; as am. S.O. 2017, c. 2, Schedule 5, s. 14(1)	Event = There is no limitation period
g121 Environmental Protection Act - Waste Spills & Complaints 5 years		OENV-Ev.Pr.-459 — Waste Management System — Inspection, Complaint and Maintenance Records	Registrations under Part II.2 of the Act — Waste Management Systems Regulation, under the Environmental Protection Act, O. Reg. 351/12, s. 5	5 years
g128 Development Charges Act – Development Charges Study Study preparation + 10 years			Development Charges Act, 1997, S.O. 1997, c. 27, ss. 5(1) par. 4	10 years
g130 Highway Traffic Act – Vehicle Use & Maintenance Vehicle ceases to be operated + 2 years	252	OMV-Hi.Tr.-5 — Commercial Motor Vehicle Leasors — Leases	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 20.(1); as am. S. O. 2002, c. 18, Schedule P, s. 7.	Event + 1 year (Event = termination of lease)
		OMV-Hi.Tr.-56 — Operators — Commercial Motor Vehicle, Trailer and & Trailer Converter Dolly Records	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. Reg. 199/07, s. 16; as am. O. Reg. 242/14, s. 7	Shorter of: 2 years Or: Event + 0.5 years (6 months) (Event = Vehicle ceases to be operated by operator)
g132 Environmental Protection Act – Compliance Approvals cease to apply		Environmental Protection Act – Compliance Approvals	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 20.4(4).	Not specified
g133 Land Titles Act – Limitation 6 years		OLR-Ln.Tt.-22 — Fraudulent Entries Offence Proceedings — Limitation Period	Land Titles Act, R.S.O. 1990, c. L.5, s. 156.(4); as en. S.O. 2006, c. 34, s. 15.(11)	Event + 6 years (Event = Facts first came to knowledge of Director of Titles)
g145 Planning Act	532	OMUN-Plan.-22 — Agreements Beyond Perpetuity Period for Renewable Energy Projects — Limitation Period	Planning Act, R.S.O. 1990, c. P.13, ss. 50(3)(d. 1), (5)(c.1); as am. S.O. 1998, c. 15, Sched. E, ss. 27(7 to 9); as am. S.O. 2006, c. 23, s. 21(2); as am. S.O. 2009, c. 12, Sched. K, s. 2(2)	50 years



Records Classification & Retention Schedule 2020

Cite Group	Cit. #	Type of Record (FileLaw™ Reference)	Citations	Retention or Limitation
g146 Waste Audit & Reduction 5 years		OENV-Ev.Pr.-292 — Waste Audit or Reduction Work Plans	Waste Audits and Waste Reduction Work Plans Regulation, under the Environmental Protection Act, O. Reg. 102/94, s. 5(1)	Event + 5 years (Event = Report prepared)
g147 Alternative Low-Carbon Fuels 3 years		OENV-Ev.Pr.-465 — Proponents — Consultation Reports / Oral Comments Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 4 par. 3, 8	Keep to make available on request/ shall contain
		OENV-Ev.Pr.-466 — Proponents — Carbon Dioxide Emission Intensity Reports / Statements	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 11(1) pars. 7, 8 (2)	Event + 3 years (Event = Day ALCF application submitted)
		OENV-Ev.Pr.-467 — ALCF Environmental Compliance Approval Holders — Deficiency Visual Inspection Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 13	Event + 2 years (Event = Deficiency identified/remedied)
		OENV-Ev.Pr.-468 — ALCF Environmental Compliance Approval Holders — Fuel Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 14	Event + 2 years (Event = Day fuel described in record received at site)
g148 Occupational Health and Safety Act – Construction Training project completion + 1 year	6073	OCON-OHS-31 — Employers — Fall Protection System Training Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; s. 26.2; as am. O. Reg. 145/00, s. 13; as am. O. Reg. 252/14, s. 1	Event + 1 year (Event = Project finished)
		OCON-OHS-89 — Employers — Training Program Records. Proof of Training	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 138.(3), (4), 138.1(4); as am. O. Reg. 242/16, s. 11	Event = Shall have readily available at a project”
		OCON-OHS-105 — Employers / Constructors — Training Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 156.6(2), (3); as am. O. Reg. 345/15, s. 19	Not specified “shall maintain”
		OS-OHS-180 — WHMIS — Hazard Assessments and Worker Education Programs	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 3(1), 7; as am. O. Reg. 168/16, ss. 2(1), (3), 7; as am. O. Reg. 458/18, s. 2	Not specified “shall ensure developed/assess”
g149 Pesticides Act 5 years		OPM-Pest.-4 — Public Work Owners / Operators — Annual Reports	General Regulation, under the Pesticides Act, O. Reg. 63/09, ss. 25(1), (5)	Event + 5 years (Event = Annual report prepared)



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** Council
Policy Title: Records Management Program Policy **Section #** TBD
Policy # TBD

1.0 POLICY STATEMENT 1
2.0 PURPOSE..... 1
3.0 RECORDS MANAGEMENT PROGRAM 2
4.0 SCOPE..... 2
5.0 RECORD OWNERSHIP 3
6.0 ROLES AND RESPONSIBILITIES 3
7.0 ARCHIVES..... 6
8.0 COMPLIANCE 6
9.0 TRAINING 6
10.0 PROCEDURES 7
11.0 DEFINITIONS..... 7

Appendix A: ARMA International’s Generally Accepted Recordkeeping Principles® 12

1.0 POLICY STATEMENT

1.1. Records are a valuable corporate asset to the Town of Cobourg and a clearly defined Records Management Program will ensure that records in the custody and/or control of the Town of Cobourg are:

- Accurate, accessible and transparent;
- Held in an efficient and cost-effective manner;
- Protected from premature destruction or loss;
- Available to support strategic and operational decisions;
- Compliant with legislative and regulatory requirements;
- Retained, maintained and disposed of in accordance with established Record Management Policies, Procedures and Retention Schedules.

1.2. This policy is to be read in conjunction with its supporting policies, procedures and the Record Classification and Retention Schedule (RCRS).

2.0 PURPOSE

2.1. This policy establishes a framework for the creation, implementation, and maintenance of the Town of Cobourg’s Record Management Program and ensures that full and accurate records are created, captured, maintained and disposed of in accordance with industry best practices and legislative and operational requirements. The Records Management Program Policy outlines the recordkeeping roles and responsibilities for officers and employees of the Town of Cobourg.



CORPORATION OF THE TOWN OF COBOURG

Division:	Corporate Services	Effective Date:	February 2020
Department:	Legislative Services Department	Approval Level:	Council
Policy Title:	Records Management Program Policy	Section #	TBD
		Policy #	TBD

3.0 RECORDS MANAGEMENT PROGRAM

- 3.1. The Town of Cobourg is required to establish and maintain its records in compliance with the *Municipal Act, 2001* (sections 253 – 255) and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) (section 4). Additional federal and provincial legislation also provides obligations relating to the creation, use and retention of various types of records created or received by the Town of Cobourg.
- 3.2. The Records Management Program is implemented through a comprehensive system of integrated policies and procedures for the management of records from their creation to their ultimate disposition, consistent with legislative and operational requirements and ARMA International's Generally Accepted Recordkeeping Principals (see Appendix A).

The objectives of the Records Management Program include:

- a. Establishing procedures for the creation, maintenance and disposal of records;
 - b. Promoting a corporate culture of good recordkeeping practices;
 - c. Preserving vital records and records of archival value;
 - d. Disposing of records when their value and legal requirements have ceased;
 - e. Controlling/reducing costs and improve staff productivity and efficiency;
 - f. Minimizing the level of risk associated with recordkeeping practice, including premature destruction or unauthorized access; and
 - g. Providing evidence of the Town of Cobourg's commitment to retain and dispose of its records in accordance with applicable legislation and best practices;
- 3.3. The Legislative Services Department shall be responsible for the development, implementation and maintenance of the Records Management Program that will integrate policies, procedures and retention schedules for the management of records in the custody or control of the Town of Cobourg.

4.0 SCOPE

- 4.1. The Records Management Program Policy and its accompanying procedures, bylaws and retention schedules apply to all records, in all formats, in the custody or control of the Town of Cobourg and applies to all officers or employees of the Town of Cobourg and its Local Boards.
- 4.2. Where records of a Member of Council are not related to the discharge of their duties, or are not in the custody or control of the Town of Cobourg, Mayor and Council records are considered "personal" records and include those commonly referred to as



CORPORATION OF THE TOWN OF COBOURG

Division:	Corporate Services	Effective Date:	February 2020
Department:	Legislative Services Department	Approval Level:	Council
Policy Title:	Records Management Program Policy	Section #	TBD
		Policy #	TBD

constituency records. These records are outside the scope of this policy and not subject to the Town's Records Management Program policy. Further information regarding Mayor and Councillors' records is available through the Information and Privacy Commissioner of Ontario.

5.0 RECORD OWNERSHIP

- 5.1. Every record in the custody or control of the Town of Cobourg is the property of the Town of Cobourg. No officer or employee has, by virtue of their position, any personal or property right to records.
- 5.2. A record may not be sold, loaned, given away, destroyed, or otherwise alienated from the Town of Cobourg's custody unless in accordance with this policy or any of its associated policies, procedures, bylaws and retention schedules.
- 5.3. Every officer or employee shall deliver to any successor all records pertaining to the position held by the officer of employee.

6.0 ROLES AND RESPONSIBILITIES

- 6.1. All officers and employees of the Town of Cobourg are responsible for the management of all town records created, received or maintained in the course of their work. This includes complying with all Record Management policies, procedures, bylaws and retention schedules. Specific Record Management responsibilities and accountabilities for positions in the Town of Cobourg include:
- 6.2. The **Chief Administrative Officer (CAO)** has ultimate responsibility for ensuring that the Town of Cobourg complies with its legislative requirements and obligations for record management.
- 6.3. The **Municipal Clerk**, as the designated head of the institution for the purposes of MFIPPA, shall have the authority for the creation, maintenance and administration of the Records Management Program, and shall be responsible for:
 - a. Defining, revising and maintaining the Town of Cobourg's requirements for Records Management with respect to vision, policies, procedures, bylaws, strategic planning, training, and compliance;
 - b. Creating, approving and/or amending subsidiary records management policies, procedures and bylaws;



CORPORATION OF THE TOWN OF COBOURG

Division:	Corporate Services	Effective Date:	February 2020
Department:	Legislative Services Department	Approval Level:	Council
Policy Title:	Records Management Program Policy	Section #	TBD
		Policy #	TBD

- c. Ensuring that appropriate mechanisms are in place to audit the quality and compliance of the Records Management Program; and
- d. Leading and facilitating Records Management training and awareness to ensure staff are aware of their Record Management roles and responsibilities.

The Municipal Clerk has the discretion to delegate any of his/her responsibilities, as defined in this Policy, to alternative officers or employees of the Town of Cobourg.

6.4. The **Records and Committee Coordinator** is the main point of contact for the Records Management Program and has designated responsibilities, as may be assigned by the Municipal Clerk, including:

- a. Implementing and maintaining Records Management strategies, visions, policies, and procedures established by Council and the Municipal Clerk;
- b. Developing and delivering Records Management training;
- c. Initiating and organizing record storage transfers and destruction activities;
- d. Maintaining Certificate of Destructions and Destruction Authorizations Forms;
- e. Conducting compliance audits of the Records Management Program;
- f. Responding to requests for assistance relating to Record Management issues; and
- g. Other Records Management duties as required.

6.5. **Division Directors** are responsible for ensuring that records of their respective divisions are managed and controlled in accordance with the policies, procedures and retention schedules established under the Records Management Program. Division Directors shall be responsible for:

- a. Designating in writing to the Municipal Clerk, member(s) to serve as the division's and/or department's Records Liaison for the implementation of the Records Management Program in the division and/or department;
- b. Cooperating with the Municipal Clerk and/or their designate in carrying out the Records Management Program policies, procedures and bylaws;
- c. Notifying the Municipal Clerk and Information Technology Staff of any proposed electronic recordkeeping systems in advance of its purchase and/or approval;
- d. Monitoring and assisting with the update or revisions of the Record Classification and Retention Schedule (RCRS) to ensure that the schedule accurately reflects the records created and maintained by the division;
- e. Reviewing and signing destruction authorization forms for divisional records that have met retention requirements in accordance with the retention schedule;
- f. Ensuring their staff participate in Records Management training;



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** Council
Policy Title: Records Management Program Policy **Section #** TBD
Policy # TBD

- g. Ensuring that Records Management equipment, supplies and destruction activities utilized by their division are sufficiently budgeted for in their annual budget; and
 - h. Ensuring that all audit outcomes, results and/or recommendations from the Municipal Clerk and/or their designate(s) are complied with.
- 6.6. **Records Liaisons** act as records experts in their division and/or department and provide assistance on records management matters to their direct divisional or departmental colleagues. Additional responsibilities include:
- a. Discussing divisional and/or departmental Records Management concerns with the Municipal Clerk and/or their designate(s);
 - b. Providing input on Record Classification and Retention Schedule (RCRS);
 - c. Conducting record storage transfers and destruction activities in conjunction with the Municipal Clerk and/or their designate(s);
 - d. Reporting any noncompliance with the Records Management Program with the Municipal Clerk and the Division Director; and
 - e. Other Records Management duties as required.
- 6.7. **Information Technology (I.T.) staff** shall be responsible for maintaining the technology used to support systems that capture and retain records electronically. This includes ensuring the records are accessible, authentic and properly secured.
- 6.8. **Human Resources (HR)** shall collaborate with the Municipal Clerk to build Record Management awareness and training into all new employee orientation programs, and records management responsibilities in applicable job descriptions and performance reviews, as determined by HR in collaboration with the Municipal Clerk.
- 6.9. **All Municipal Staff** shall:
- a. Comply with Record Management policies, procedures and bylaws;
 - b. Participate in on-going record management training;
 - c. Maintain the integrity and authenticity of records;
 - d. Protect records from theft, misplacement, damage and/or premature destruction;
 - e. Cooperate with the Municipal Clerk and/or their designate in carrying out the Records Management Program Policy and its Procedures;
 - f. Notify their Departmental Records Liaison and/or the Municipal Clerk and/or their designate(s) of any operational, legislative, legal, and/or fiscal changes that would affect record series descriptions or retention periods of records; and



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** Council
Policy Title: Records Management Program Policy **Section #** TBD
Policy # TBD

- g. Collect, use, manage, disclose, and dispose of personal information in accordance with MFIPPA and the Town of Cobourg's Privacy Policy, and any other applicable legislation and associated regulations, standards, and policies.

7.0 ARCHIVES

- 7.1. Subsection 254(3) of the *Municipal Act, 2001* authorizes the Town of Cobourg or its Local Boards to enter into an agreement for archival services with respect to records.
- 7.2. Records that are subject for archival review in the custody or control of the Town of Cobourg shall be maintained in such a manner that ensures their preservation, legibility and accessibility in accordance with retention standards established under this Policy or its prescribed Procedures.

8.0 COMPLIANCE

- 8.1. Compliance audits with Records Management policies, procedures and bylaws will be conducted on a regular basis by the Municipal Clerk and/or their designate.
- 8.2. An officer or employee who knowingly or intentionally fails to comply with the provisions of this policy or any other approved records management policies, procedures, or bylaws could be subject to disciplinary action pursuant to Human Resources Policy HR-AP-A10 – Code of Discipline, and could include termination of employment.
- 8.3. An officer or employee who willfully discloses personal information or maintains a personal information bank in contravention of MFIPPA, or alters, conceals, or destroys a record, or cause any other person to do so, with the intention of denying a right under MFIPPA to access the record or information contained in the record, is guilty of an offence and liable to a fine not exceeding \$5,000.

9.0 TRAINING

- 9.1. The Legislative Services Department will provide for Record Management training on applicable policies and procedures.
- 9.2. Optional quarterly refresher sessions will be available to Records Liaisons and staff. Departmental training sessions can also be arranged on demand with the approval of the Municipal Clerk and/or their designate.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** Council
Policy Title: Records Management Program Policy **Section #** TBD
Policy # TBD

10.0 PROCEDURES

10.1 A Records Management Procedural Manual will be established to provide guidelines to ensure that records are created, classified, organized, managed, retrieved, maintained and destroyed efficiently throughout their life cycle in accordance with the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the principles of The Ontario Municipal Records Management System (TOMRMS) for the management of records within the municipality.

Procedures shall be developed on a go forward basis to deal with the various components of the Records Management Program and such procedures will be included as part of the Procedural Manual. Such procedures shall include but not limited to the following:

- Records Retention By-law;
- Classifying Records Procedure;
- Naming, Labeling and Filing Records Procedure;
- Digitalization Procedure;
- Security, Storage and Access Procedure;
- Email Management Procedure;
- Records Destruction Procedure; and
- Auditing Records Management Program Procedure.

11.0 DEFINITIONS

11.1. The following definitions apply to this policy and any subsequent Records Management policies, procedures or guidelines. Additional definitions may be added to subsequent policies and procedures as needed.

“Active Record” means a record that is referred to and used on a regular basis and is generally stored in the Department or with the user;

“Archival Record” means a record of enduring significance that has historical value for the Town of Cobourg and individuals engaging in historical research;



CORPORATION OF THE TOWN OF COBOURG

Division:	Corporate Services	Effective Date:	February 2020
Department:	Legislative Services Department	Approval Level:	Council
Policy Title:	Records Management Program Policy	Section #	TBD
		Policy #	TBD

“Copy” means a record that is a duplicate of an original record;

“Current” means the year in which the record was prepared;

“Data” means the representations of information or of concepts, in any form, that are records or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data;

“Dispose” means to destroy a record or to remove it from the official record keeping system;

“Disposition” means the final stage of records management in which a record is either destroyed or permanently retained;

“Destruction” or “Destroy” means disposal of records of no further operational, legal, fiscal or historical value by shredding, pulping, electronic overwrite or some other process, resulting in the obliteration of information contained on the record;

“Employee” means individuals employed as employees, part-time employees, contract employees, seasonal employees, casual workers, students and volunteers in the Town of Cobourg;

“File” means a collection of related records;

“Legal Hold” or “Litigation Hold” means temporary suspension of the record retention and destruction policies for the record(s) or document(s) that may be relevant to a legal action or that are reasonably anticipated to be relevant. It is a stipulation requiring it to preserve all data that may relate to a legal action involving the Town of Cobourg;

“Medium” means the format a record is saved in. Paper, electronic/digital, microfilm, photographs, paintings are all examples of formats;

“Metadata” means data describing context, content and structure of documents and their management through time;

“MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*;

“Municipal Act” means the *Municipal Act, 2001, S.O. 2001, c. 25*;



CORPORATION OF THE TOWN OF COBOURG

Division:	Corporate Services	Effective Date:	February 2020
Department:	Legislative Services Department	Approval Level:	Council
Policy Title:	Records Management Program Policy	Section #	TBD
		Policy #	TBD

“Non-records” means extra copies of documents kept solely for convenience or reference or records not usually included within the scope of the official records of the Town of Cobourg (see “Transitory Records” for further information);

“Official Record” means a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts;

“Officer” means a high ranking individual within the municipal civic service, who exercises management and administrative functions, and who derives his or her authority either from statute or from Council;

“Original” means a record that was first produced or is a source document or is received by a department;

“Orphan Data” means data that:

- a) Is not machine readable by any of the Town of Cobourg’s computer systems in place during the disposal year, because the data exists with no identifiable computer application that can retrieve the data; or
- b) Is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced employee of the Town of Cobourg who is knowledgeable about the business function or functions to which the data relates;

“Permanent” means a record that is preserved and/or never destroyed or removed from the official records keeping system;

“Personal Information” means recorded information about an identifiable individual (refer to subsection 2(1) of MFIPPA for additional information);

“Record” means any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence (including emails, social media communications), memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound and video recordings, social media posts, text messages (SMS), machine readable records, and any documentary material, regardless of physical form or characteristics, made or received during the course of business of the Town of Cobourg, and retained by the Town of Cobourg for the



CORPORATION OF THE TOWN OF COBOURG

Division:	Corporate Services	Effective Date:	February 2020
Department:	Legislative Services Department	Approval Level:	Council
Policy Title:	Records Management Program Policy	Section #	TBD
		Policy #	TBD

purposes of future reference. See also: “Archival Records”, “Official Records”, “Transitory Records”, “Vital Records”;

“**Record Audits**” means any audit of the Records Management program or any other record-related activity;

“**Record Series**” means a group of records that relate to a particular function or operation, that are filed together and are retained for the same period of time;

“**Records Management Program**” or “**Program**” means the program which governs the management of records including the creation, handling, use, control, organization, retention, maintenance, security, preservation, disposition, alienation and destruction of records in the custody or under the control of the Town of Cobourg and for their transfer to archives;

“**Responsible Department**” means the functional unit of the Town of Cobourg that creates the record(s) and/or is responsible for retaining/maintaining the official/original records(s);

“**Retention Period**” means the period of time during which a specific records series must be kept before records in that series may be disposed of. It is calculated from the close date of the record and includes a period of time the record is retained in storage (departmental and/or off-site);

“**Retention Schedule**” or “**Record Classification and Retention Schedule (RCRS)**” means a schedule that identifies record series and the length of time they must be retained and their final disposition;

“**Staff**” means officers and employees of the Town of Cobourg;

“**Town of Cobourg**” or “**Institution**” means the Corporation of the Town of Cobourg;

“**Transitory Record**” means a record that is:

- a) Retained solely for convenience or reference;
- b) Required solely for the completion of a routine action, or the preparation of another record;
- c) Of insignificant or of no value in documenting the Town of Cobourg’s business transactions;
- d) Not an integral part of a Town of Cobourg Record;



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** Council
Policy Title: Records Management Program Policy **Section #** TBD
Policy # TBD

- e) Not filed regularly with the Town of Cobourg’s records or records keeping system;
- f) Not required to meet statutory obligations or to sustain administrative or operational functions;
- g) About social events that are not Town of Cobourg events;
- h) Are not related to Town of Cobourg business;
- i) A publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record;

“Vital Record” means a record that is essential to the continuation or resumption of Town of Cobourg business in the event of a disaster. A vital record allows the Town of Cobourg to continue to fulfill its obligations to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc;

“Working papers” shall mean rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of final documents and do not record official decisions.

Resolution #	Revision Description:	Signature/Municipal Clerk: _____	Council Approval Date:
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CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** Council
Policy Title: Records Management Program Policy **Section #** TBD
Policy # TBD

Appendix A: ARMA International's Generally Accepted Recordkeeping Principles®¹

The Principle of Accountability

A senior executive (or a person of comparable authority) shall oversee the information management to appropriate individuals.

The Principle of Transparency

An organization's business processes and activities, including its information governance program, shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate, interested parties.

The Principle of Integrity

An information governance program shall be constructed so the information assets generated by or managed for the organization have a reasonable guarantee of authenticity and reliability.

The Principle of Protection

An information governance program shall be constructed to ensure an appropriate level of protection to information assets that are private, confidential, privileged, secret, classified, essential to business continuity, or that otherwise require protection.

The Principle of Compliance

An information governance program shall be constructed to comply with applicable laws, other binding authorities, and the organization's policies.

The Principle of Availability

An organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.

The Principle of Retention

An organization shall maintain its information assets for an appropriate time, taking in to account its legal, regulatory, fiscal, operation, and historical requirements.

The Principle of Disposition

An organization shall provide secure and appropriate disposition for information assets no longer required to be maintained, in compliance with applicable laws and the organization's policies.

¹ Generally Accepted Recordkeeping Principles®. © 2017 ARMA International, www.arma.org/principles.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** TBD
Title: Records Auditing Procedure **Section #** TBD
Procedure # TBD

1.0	PROCEDURE	1
2.0	SCOPE	1
3.0	ADMINISTRATION	2
4.0	AUTHORITY	2
5.0	AUDITS	2
6.0	REPORTS	3
7.0	CROSS REFERENCE	4
8.0	APPENDIX A	5
9.0	APPENDIX B	6

1.0 PROCEDURE

- 1.1. A well-functioning Records Management Program must monitor and evaluate compliance. Ongoing evaluation validates that the program is accomplishing its objectives and identifies areas for improvement.
- 1.2. The Records Auditing Procedure provides for a systematic, disciplined and objective process to conduct audits that evaluate, measure and test compliance within the key components of records management: creation/intake, retention, maintenance, use and disposition. It also provides reasonable assurance that:
 - a. Records are relevant, reliable, authentic, complete and usable;
 - b. Unauthorized activity and/or risks are appropriately identified and rectified;
 - c. Legislative and operational requirements are satisfied;
 - d. Means of improvement and efficiency are identified;
 - e. New or updated record-related services, operations, and processes are assessed;
 - f. Staff are made aware of their record management responsibilities; and
 - g. Management is provided with actionable recommendations and advice for improvement on the records management, control, and governance processes.

2.0 SCOPE

- 2.1. Record audits apply to all records in the custody or control of the Town of Cobourg, and all actions related to those records.
- 2.2. All officers or employees of the Town of Cobourg who create, receive and/or use records shall cooperate with the Municipal Clerk and/or their designate(s) during any record audit and shall provide free and unrestricted access to all records.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** TBD
Title: Records Auditing Procedure **Section #** TBD
Procedure # TBD

3.0 ADMINISTRATION

- 3.1. Record audits shall be administered by the Municipal Clerk and/or their designate(s) and all individuals conducting audits shall be objective and truthful in performing their work.
- 3.2. Record audits shall be planned, executed and reported in a manner that is consistent, structured, transparent and fair so that results may be compared and progress may be measured. All record audits, with the exception of surprise audits, shall have an Audit Plan, Audit Assessment Tool (AAT) and Audit Report.
- 3.3. The Records Management Program shall be audited on an annual basis by the Municipal Clerk and/or their designate(s) and shall audit compliance with the program's policies, procedures and bylaws. Audits of the Records Management Program shall audit, as a minimum in their Audit Assessment Tool (AAT):
 - a) records inventory databases;
 - b) data mapping and file plans;
 - c) security and access;
 - d) inspection of electronic and physical records; and
 - e) staff interviews.
- 3.4. Additional record audits may be conducted on an ad hoc basis across the town as a whole or limited to a single department, division, or set of records, or to a single aspect of record management, as may be determined by the Municipal Clerk and/or their designate(s).

4.0 AUTHORITY

- 4.1. The Municipal Clerk and/or their designate(s) are authorized to:
 - a. Have complete independence and not be restricted in the scope, performance or communication of the record audits. Division directors and/or Council may provide general suggestions on the scope of work and the record activities to be audited, and may request an audit to carry out any special reviews; and
 - b. Have unrestricted access to all records, physical properties, functions and personnel necessary to effectively discharge record audit responsibilities.

5.0 AUDITS

- 5.1. Record audits shall be initiated through an Audit Plan that shall outline the work necessary to address the audit objectives, scope and methodology. Refer to Appendix A for an Audit Plan example.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** TBD
Title: Records Auditing Procedure **Section #** TBD
Procedure # TBD

- 5.2. With the exception of surprise audits which do not require any notification, the Municipal Clerk and/or their designate(s) shall notify applicable division director(s) in advance of any record audit. Notices shall specify the scope and objective of the audit, how long it is expected to last and the responsibilities for all staff involved in the audit. Any factor that will impact the record audit shall be raised at this time (e.g. vacations).
- 5.3. An Audit Assessment Tool (AAT) shall be developed prior to conducting an audit and shall be the basis for the audit. Refer to Appendix B for an AAT example.
- 5.4. The development of any AATs shall be based on relevant and applicable requirements of the Town of Cobourg's Records Management Program, legislation or regulations, and/or best practices for records management. Individuals conducting an audit shall adequately modify the AAT to accurately reflect what the audit will cover.

6.0 REPORTS

- 6.1. All record audits shall conclude with a written report and shall include, as a minimum, the date(s) of the audit, auditor name(s), the objective, scope and methodology of the audit, summary findings, the completed AAT and if applicable, audit recommendations with assigned target date(s) for the completion of corrective actions.
- 6.2. Audit reports shall be provided in a draft form to the divisional director and/or responsible manager, as may be appropriate, to confirm the facts and respond to the audit recommendations. Their response shall assign target date(s) for the completion of any corrective actions provided in the draft audit report.
- 6.3. Audit reports which assign target date(s) for the completion of corrective actions shall not exceed three (3) months in length.
- 6.4. Audit reports shall be addressed to the divisional director and/or responsible manager, as may be appropriate, and shall be signed off by the Municipal Clerk and/or their designate(s) responsible for the audit.
- 6.5. Audit reports shall be shared internally to drive accountability in the progress made from each audit and shall be used for fact-finding and discovering areas and behaviors that need improvement or gaps in the Records Management Program.
- 6.6. Divisional directors shall oversee the implementation of any audit recommendations or advice and shall adhere to the deadlines for implementation, if available, on the audit



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** TBD
Title: Records Auditing Procedure **Section #** TBD
Procedure # TBD

report. If an extension of time is required to complete the corrective action, a request shall be made in writing to the Municipal Clerk and/or their designate(s) for approval.

- 6.7. Audit results shall be considered during the modifications of records management policies, procedures and bylaws. Post audit modifications shall be implemented as soon as practical and not later than six (6) months following the completion of the audit.
- 6.8. The Municipal Clerk and/or their designate(s) shall provide Council with an annual summary report of the record audits undertaken that year.

7.0 CROSS REFERENCE

- 7.1. This procedure is designed to support and ensure the implementation of the policies and procedures governing records management in the Town of Cobourg, and should be read in conjunction with the following documents:

Policy # (TO BE ADDED)

Procedure # (TO BE ADDED)

Revision Purpose/Description:	Approved by the Municipal Clerk _____ Signature	Approval Date:
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CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services **Effective Date:** February 2020
Department: Legislative Services Department **Approval Level:** TBD
Title: Records Auditing Procedure **Section #** TBD
Procedure # TBD

8.0 APPENDIX A

Audit Plan example

Description of Audit	Records Management Audit
Objective	Physical records are classified, labelled and filed in accordance with the Records Management Policy and Procedures.
Scope	Records held within the Finance Department.
Method	<p>Identify records held within the department and select a sample of fifteen (15) records for testing.</p> <p>Complete the Audit Assessment Tool (AAT), ensuring where necessary that documentary evidence, including outcome of any compliance testing, is appended.</p>
Sample to be tested	<p>Records of the following RCRS Class Code:</p> <p>F10 – Financial Statements F11 – Grants and Loans F15 – General Ledgers F21 – Cash Receipts</p>
Reporting arrangements	<p>Manager of Finance Department Director of Corporate Services</p>
Person undertaking audit	Brent Larmer, Municipal Clerk/Manager of Legislative Services
Start Date	July 2020

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT COMMITTEE OF THE WHOLE BUDGET – GENERAL GOVERNMENT SERVICES	
TO:	Mayor and Municipal Council.	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	Tuesday November 19, 2019	
TITLE / SUBJECT:	Modernization Plan for the Town of Cobourg Corporate Records Program (EDRMS, Information Governance) Efficiencies and Modernization Funding Budget Request	
REPORT DATE:	September 23, 2019	File #:

1.0 STRATEGIC PLAN

This report addresses one (1) Council Strategic Plan Objective: Develop an integrated records management system

Town of Cobourg Municipal Council's Strategic Planning Mission Statement:

The Town of Cobourg is committed to open and accountable governance and the provision of quality, accessible programs and services in a sustainable manner

Strategic Plan Pillar – Programs:

PROGRAMS	The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop an information technology strategic plan 2. Develop an integrated records management system 3. Implement a comprehensive management plan for all of the Town's assets 4. Explore the feasibility of enhanced sidewalk snow clearing including the clearing of arterial bike lanes and multi-use paths 5. Review and assess appropriateness of agreements with third party contracts 6. Continue to explore communications priorities including social media and public engagement tools 	
Desired Outcomes	
<ul style="list-style-type: none"> - People will be well informed, know what is going on in the Town and how to get information - The Town will be resilient and safe from cyber attacks - Information will be easier and faster to access through a variety of means - People will be informed with the facts - Information will be stored in a way that is accessible for present and future generations - Public trust and confidence in the Town's processes and procedures will be enhanced 	

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the Records Management Program Update report for information purposes; and

FURTHER THAT Municipal Council allocate \$154,000 in the 2020 Operating Budget to be funded from the \$619,005.00 Provincial Building Efficiencies Funding to be put towards the initialization and implementation of a Town of Cobourg Electronic Records Information Governance Records Modernization Program to help the corporation to deliver efficient and effective service delivery to improve customer service while reducing staff effort associated with creating, filing, retrieving, archiving and copying of Town documents and records, to foster informed decision-making, facilitate accountability, transparency, and collaboration, and preserve and ensure access to recorded information for the benefit of present and future generations.

4.0 ORIGIN

On June 10, 2019, Municipal Council approved the following resolution #208-19:

***WHEREAS** at the Committee of the Whole on June 3, 2019, Council considered a Memo from the-Municipal Clerk/Manager of Legislative Services, regarding the Modernization Plan for the Corporate Records Program;*

***NOW THEREFORE BE IT RESOLVED THAT** Council approve the utilization of the \$25,000 as approved in the 2019 Clerks Operating Budget for a special project called 'Records and Information Management Program Review and Implementation' to be performed by the Municipal Clerk in collaboration with Bryn Lake Records & Information Management Services in order to assist staff to complete the following steps to be performed in 2019 and 2020:*

- 1. Classification and Retention Schedule — Review, Customization and Update;*
- 2. Policy and Procedure Development; and*
- 3. Staff and Council Training.*

The *Municipal Act, 2001* (the "Act") outlines the requirements for a municipal records retention program. Section 254 (1) provides that: a municipality shall retain and preserve the records of a municipality and its local boards in a secure and accessible manner, and if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection.

Section 254 (9) addresses the requirement to retain records in a secure and accessible manner: accessible manner means that the records can be retrieved within a reasonable time and that the records are in a format that allows the content of the records to be readily ascertained by a person inspecting the records.

Additionally, recent legislation changes require that municipalities take measures to preserve records in accordance with applicable rules. These same changes also make it an offense to willfully destroy records with the intent to deny access to records. Upon conviction, a fine of up to \$5,000 may be levied.

5.0 BACKGROUND

The Ontario Municipal Records Management System (“TOMRMS”) is a centralized classification system, used by 250 municipalities across Ontario to assist with the ongoing legislative obligation to preserve municipal records.

A record is any record of information however recorded, whether in printed form, on film, by electronic means or otherwise and includes documents such as, correspondence, memoranda, video/audio recordings, diagrams, pictures, etc.

A sound records management program enables the municipality to:

- i) maintain control over this valuable corporate asset through its lifecycle (creation, active use, inactive use, and destruction or archival preservation);
- ii) comply with legislation, and
- iii) support governmental accountability and transparency initiatives.

By-law 93-2003 establishes the retention periods for the Town’s records. The current record management system has not been reviewed or revised since its inception 10 years ago.

In 2019 the Town of Cobourg embarked on a Records Management Modernization Project to implement a file classification system, consolidate the location and maintenance of all municipal files and ensure training and compliance with the legislated requirements of the day.

As the Corporation continues to develop so too does the complexity of the records being maintained. Legislation has also continued to evolve (MFIPPA, Accountability and Transparency, Municipal Act, Occupational Health and Safety, insurance expectations etc.) which has placed increasing demands on the municipality in regard to records management. These demands identified areas of deficiencies in the existing record program which needed to be addressed.

Current Records Assessment:

Currently initiated this year, the Legislative Service Department, has sought the expertise of Bryn Lake Records and Information Management, a professional services firm specializing in municipal records management, to provide an independent review of the Town's existing records program, both physical and electronic records in each department and division within the corporation.

The first stage of the project is to review the current state of the Town's records Management Program by conducting interviews with all key staff within the Town's Departments and with reviewing policies, procedures and by-laws that are currently in place relating to records management or which have a significant impact on records management for the Corporation.

As part of the review, Bryn Lake reviewed the following documents:

- By-law No.094-2012: To Establish Authority and a Records Retention Program Policy;
- Records Retention – Administration Policy;
- Records Retention – Operations Policy;
- Social Media Policy;
- FOI/Routine Disclosure Policy and Procedure Policy;
- New Employee Orientation Checklist
- Purchasing Policy and By-law

Documents requested that were not available for review:

- Phishing Policy
- Email Management Policy

Based on the interviews and review of the documents provided, Bryn Lake has provided nine (9) recommendations as initial steps to move forward with an enhanced records management classification system (The Ontario Municipal Records Management System – TOMRMS). This first step will assist in the ultimate goal of modernizing the Towns Records Management System and work towards an electronic document system. Both programs were recommended to enhance efficiency, clarity and conformity with legislation and have corporate wide implications.

In addition to the recommended policies and programs, Bryn Lake has provided twelve (12) additional recommendations ranging from policy and procedure development updates, strategic planning initiatives, records inventory and storage upgrades projects to be presented for future consideration as they are outside the current RIM project.

This report will outline the steps moving forward within our Records Modernization Plan for the Town of Cobourg.

As part of the on-going modernization of the Corporate Records program, the Legislative Services Department over the next several months will bring forward a number of updated policies to Council for approval, including an updated Retention and Classification schedule in relation to Records Management moving forward in the Town of Cobourg.

6.0 ANALYSIS

Records and information are essential components of the Town of Cobourg's corporate operations and business activities. The availability of high-quality and accurate records and information to decision-makers supports the delivery of programs and services, enabling departments to be more efficient, responsive and accountable. Organized, accessible and accurate information is also a key component of risk management, transparency, and collaboration; and ensures that the Town can prove its financial and legal responsibilities.

The Town is legislatively required to develop, document and implement a program to manage its' records and information. Section 254 of the Municipal Act, 2001 ("Municipal Act") requires the Town to "retain and preserve the records of the municipality and its local boards in a secure and accessible manner".

Section 4.1 of the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") requires that the Town "ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution."

To comply with the *Municipal Act* and *MFIPPA*, as well as other legislation such as the *Planning Act*, the Town of Cobourg must have a documented and implemented program to manage paper and electronic records throughout their lifecycles, from creation, use and maintenance, to final disposition.

The Town of Cobourg's current program to manage records includes a records classification scheme adapted from a one size fits all solution for small Ontario municipalities. The scheme was implemented in 2012 with no updates since the Council of the day implemented the schedule.

Since 2012, when current Retention Program and Policy components were implemented, the Town of Cobourg has evolved tremendously in the size and scope of its operations, alongside significant changes in technology and ever-increasing volumes of records being created, received and maintained. The program components in place currently does not adequately address the Town's

legislated obligations or truly account for risk management, and they do not support the way we do business today and into the future.

This year as stated previously, Council approved the initial Records Modernization project in order to begin the process to modernize the Records and Information Program for the Town of Cobourg. Historically, records and information management programs have been focused on paper recordkeeping. However like all organizations today, municipalities are faced with ubiquitous technology and volumes of both electronic and paper information.

Future of Corporate Records Program:

As part of the review of the records program for the Town Cobourg Staff is recommending to formalize an Information Governance (IG) Policy for the Town, which will address these new conditions; it encompasses the systems, activities, policies and procedures that recognize and maximize the value of records and information held in the Town's custody or control in order to meet immediate and future regulatory, legal, risk, environmental and operational requirements. IG builds on the activities and outcomes of traditional Records and Information Management and provides a framework for managing information now and into the future, as the nature of work evolves with technology and a changing society.

An IG program with an organization-wide mandate and scope is necessary to ensure that recordkeeping and records retention requirements are met, that access is guaranteed while also ensuring security of Town records, and that the value of the records and information is recognized by all parties involved. The Information Governance Policy will establish a framework for the creation and ongoing implementation of an IG program to meet Cobourg's obligations under applicable legislation and other instruments of accountability. The Policy will define the principles to which the Program must adhere, determines the roles and responsibilities of staff and lays the foundation for a Program that will advise and support staff in managing information assets.

The purpose of the proposed future policy is to ensure that:

- Records are recognized as valuable corporate assets that are to be retained and preserved in a secure and accessible manner;
- Town of Cobourg complies with any and all legislation that requires it to develop, maintain, implement and/or document a recordkeeping program;
- Reasonable measures are developed, documented and put into place to preserve records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise;
- Accurate and reliable records are maintained to support business decision-making, meet constituent and stakeholder expectations, mitigate

- risks, comply with legislative and regulatory requirements, and support Cobourg's legal positions; and
- All stakeholders understand their roles and responsibilities in retaining and managing all Records to support efficient, effective, and accountable operations across the organization. The principles defined in the IG Policy will guide the development, implementation, and operations of the new IG Program.

The proposed Policy outlines the IG Program's mandate, defines roles and responsibilities, determines foundational activities to manage records and addresses risk management, accessibility, privacy and compliance. To achieve this, the proposed policy modernizes the Town's Records Program by:

- Formally recognizing the distinction between the Town's records and Members of Council constituency records, subject to any requirement of MFIPPA;
- Providing a framework to maintain official records regardless of format or medium (e.g. paper or electronic), throughout their lifecycle and in compliance with all legislation;
- Clarifying the definition and proper management of transitory and archival records;
- Incorporating good IG practices as a core responsibility for all staff; and
- Defining ownership of records.

The proposed Policy recognizes that the legislative, regulatory and operational context within which the Town operates is subject to change. To ensure continued compliance with all applicable statutes and regulations, as well as flexibility to adapt the IG program as the operations of the Town evolve, the Policy proposes to allow the Municipal Clerk to create, approve and amend subsidiary policies and procedures necessary to operationalize the IG program.

An example of a specific subsidiary policy that provides flexibility to address changing business and regulatory circumstances relates to the Town's Records Classification and Retention Schedule (RCRS). Historically, the *Municipal Act* required that a RCRS be implemented by by-laws that were approved by municipal auditors to ensure compliance with federal tax rules; the *Municipal Act* was recently amended to remove this requirement. To provide flexibility and align the program with recent amendments to the *Municipal Act*, the policy proposes that the RCRS be implemented as a subsidiary policy and that the current records classification by-laws be repealed.

Physical Records:

The Legislative Services department implemented the TOMRMS program in 2012, since that time Staff have continued to use the same Retention Schedule which has resulted in the keeping many records which could be determined as

not necessary as many records have reached the end of their lifecycle and could be destroyed. Through the revised Records Retention By-law (to be approved by Council in early 2020), staff will be able to appropriately destroy approximately over 200 banker boxes of documents providing significant space within the cramped records locations across the corporation.

Throughout the end of 2019 and beginning of 2020 to 2021 the Legislative Services Department plans to complete the following:

- Restructure the Central Files within the Town Hall for files required to remain on site;
- Organize and conduct two additional shredding of outdated documents (2020) with the ultimate goal to reduce storage at record locations;
- Facilitate multi-department training to staff regarding the use of the TOMRMS and retention schedules;
- Implement additional records policies and procedures; and
- Facilitate preparation of all new physical records to be categorized and prepared for electronic filing.

Electronic Document Records Management System

As identified above, Bryn Lake and Legislative Services Department provided a review of the municipality's existing records program and provided the following recommendations related to the development of an electronic document and records management system:

- A set of features and requirements is developed for a software application that will support the implementation and maintenance of the Town's RIM program including classification of records and assignment of approved retention periods to both physical and electronic records; (ongoing)
- Include workflow capability in the list of system requirements; (ongoing)
- explore the possibility of acquiring and implementing a robust Electronic Document and Records Management System (EDRMS)

As part of the Towns preparation and eventual switch to an RMS or EDRMS System each Division will be asked to use shared drives as an effective first step towards capturing and sharing documents within an organization and beginning to use the TOMRMS Coding to retain their records. However, over the longer term, staff are looking for the functionality, security and controls that only a fully functional RMS or EDRMS can provide.

Within the Council Strategic Plan, Council passed the following related to the Strategic Plan Work Plan:

Action #2		Develop an Integrated Records Management System		
Work	Timing	Budget	Staff Responsible	
• Complete record management inventory	Dec 2019	N/A	Clerk/All Divisions	
• Create record management plan	Apr 2020	\$25,000.00	Clerk/All Divisions	
• Execute record management Plan/Electronic Records	Dec 2020	TBD	Clerk/All Divisions	
• Open Governance Records Model System	Dec 2023	TBD	Clerk/All Divisions	

There are two major types of software that the Town might consider when looking at a Records Management and Electronic Records Management Plan. They can generally be labelled as **Records Management Software (RMS)** or **Electronic Document and Records Management Software (EDRMS)**. There is also a very basic type of RM software that concentrates mostly on physical records but it is not considered a viable option for the Town of Cobourg's Records Modernization and Information Management Program.

RMS products have a full set of features for managing both physical and electronic records. They are all based on using a standard classification structure that is tied directly to retention periods. Some of the more prominent features are:

- Full circulation history for boxes, folders and documents;
- Application of security settings to boxes, folders and documents when conducting searches (non-permitted results are not displayed) or when requesting access to physical files;
- Use of barcode technology for all movement of physical records;
- Printing of lists of records to be moved to inactive storage (physical records) or to be destroyed/transferred to an archival facility;
- Managing HOLDS for access, modification and destruction of records during litigation or MFIPPA requests; and
- Tracking of protection methods for vital records.

The RMS products also offer basic workflow functionality which can be used for correspondence tracking, bring forwards and other business processes.

The cost for RMS software will be in the range of \$125,000 to \$200,000 with annual maintenance usually set at 20% of the original purchase price. Vendors often offer a payment of the license fee over the first 3 years of the software implementation. Examples of this type of software are GimmelSoft, LaserFiche, FileTrail and TabFusion

EDRMS products include all of the features found in a RMS but they add a number of features that can significantly improve the way in which a corporation conducts its business and how it applies the RIM principles. Some of the features can:

- Automatically assign version control by type of record and, when the record attains "final" status it can be set to delete or retain all previous versions or retain a defined number of them;
- Create complex workflows that can automatically be assigned to a document type when it is received or saved into the repository. The workflows can include many parameters that can automatically notify staff when deadlines are approaching and required activities have not been completed;
- Significantly enhance collaboration between departments, project teams and external vendors/affected parties;
- Through the use of Application Programming Interfaces (APIs), access and synchronize data between applications. This creates an enterprise system where some applications are designated as the "masters" for certain record types and other applications (slaves) access the data from the master when it is required;
- Seamlessly integrate email into the main record repository;
- Apply RIM principles such as retention periods or HOLDS to data in other applications that can be accessed through APIs;
- Apply the classification scheme and all related RIM principles automatically based on the type of document being used; and
- Provide full audit trails of all actions performed on any document.

Their use results in a much more profound and aggressive improvement in the authenticity, integrity, reliability, and standard governance across the entire organization and usability of information. They are truly transformational, allowing staff to conduct their tasks in a much more efficient and effective manner.

Products in this category include OpenText, Documentum, FileNexus and SharePoint in either their native format or by using one of the RMS products as a third party add-on. Costs would be in the range of \$500,000 to \$650,000 including hardware and professional services.

In addition to the Program costs, there will be a need for integration with the Town of Cobourg IT infrastructure. Costs for hardware such as an additional server would be extra and probably in the neighbourhood of \$50,000.

The Records Modernization Information Management Plan proposed is as follows:

Phase One (1-6 months):

- Performing record inventories with internal staff through a division and department wide audit.
- Develop and pass through Council a new Records Retention By-law to reflect the needs of administration and current legislation.

- Perform destruction of documents through the Town's retention schedules and record destruction (4 to 6 months).
- Develop a new standard operating procedure for destruction of records both physical and electronic.
- Preparation of Existing Legacy (Permanent) and newly created records to be categorized into the new Records Retention and TOMRMS Categories
- Preliminary findings indicate the majority of documents need to be rescanned or destroyed.
- Staff Training on how to utilize the new Records Retention Schedule.

Phase Two: Prepare for and Purchase a RMS or EDRMS Program (6 months -1.5 years):

1. Create, Issue and Evaluate a RFP for a Program that will meet the needs and requirements of the Town of Cobourg Records Modernization program for the benefit of present and future generations of residents, staff and Council.
2. Purchase software and installation- TOMRMS. All information received to date indicates that TOMRMS is compatible with most Management Systems – will be part of the RFP Package. For paper records TAB labeling will still be active to allow for electronic and paper documents to coordinate and be maintained in the electronic database.
3. Create Records Management Meeting Team- Individuals will be trained and be experts with TOMRMS. It is intended that the team will meet on a monthly basis during this phase, and as necessary thereafter, to discuss success and to derive solutions to challenges that they have encountered.

Phase Three: Implementation of New Records Management System (1.5 - 2 years)

1. Train all staff on TOMRMS and how to effectively utilize the new Records Management System changes.
2. Inventory the vault and physical files to coordinate with TOMRMS classification.
3. Address any ongoing issues that arise during implementation.

Phase Four: Maintain and Update Records Management System (On-going)

1. Once the system is operating successfully an evaluation will be conducted by the Municipal Clerk/Manager of Legislative Services to ensure continued success of the system.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

On March 20, 2019, Hon. Steve Clark, Minister of Municipal Affairs and Housing announced a one-time investment of \$200 million for 405 of Ontario's small and rural municipalities to improve local service delivery and efficiency. Minister Clark further advised that while the fund is "unconditional", it is intended to help modernize service delivery and reduce future costs and therefore fund initiatives should focus on service delivery reviews, shared service agreements or Information Technology (IT) solutions. The Town of Cobourg was the successful recipient of \$619,005.00.

To-date, the Ontario Government has informally proposed that investments should focus on funding Information Technology (IT) solutions, service delivery reviews, and the development of shared services agreements, all of which would help reduce future municipal costs and improve program and service delivery.

As part of review of the utilization of this funding, Municipal Council received a memo from the Chief Administrative Officer, regarding the use of the Provincial Audit and Accountability Funding which Council directed each project be approved in principle with a report to be provided at each respective Division Budget meeting for consideration.

The Legislative Services Department has put forth a program for the use of a portion of the funds that our department feels meets the informal requirements of how the funding is to be used which have been referenced throughout the report which answer the following statements: Resident Value/Impact – How would the project positively impact residents? Business Efficiency and Modernization – How would the project create business efficiencies and allow for modernization within the organization? Legislative impact – Is the project impacted by legislation, thus requiring it to move forward at some point in time?

The Records Modernization and Information Management Program initiative would typically not qualify for alternative funding sources (i.e. grants, budget approval) but would immensely support modernization efforts, help reduce future municipal costs and achieve value for money in the long-term across the corporation.

The funding that staff is asking to be allocated to the project is \$154,000 to start the implementation of an Electronic Records Management System which is the ultimate goal of the entire Records Modernization Information Management Program. As the Town's begins to move through the phased approach and gets an indication of the appropriate program needed, the full funding costs will not be fully realized or will the ongoing maintenance fees to keep a program running. As Staff works through the modernization program, there will be a better indication and understanding of what system will be best suited, which may require a phased approach in budgeting to be sure the department is being

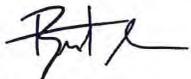
fiscally responsible during budget years, but staff are confident that it will be in line with current software agreements.

8.0 CONCLUSION

The Municipal Act, 2001 and MFIPPA require the Town to document and implement a program to manage paper and electronic records throughout their respective lifecycles. The proposed Information Governance Policy is the first step in the revamping of the existing Records and Information Management program to meet these requirements.

9.0 ATTACHMENTS

10.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk
Manager of Legislative Services



Ian Davey
Interim CAO/Treasurer

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Adriane Miller, Secretary
MEETING DATE:	February 5, 2020
SUBJECT:	5 King Street West – HP-2020-001

The following Motion was adopted at the February 5, 2020 Cobourg Heritage Advisory Committee Meeting:

Moved by Member N. Beatty

WHEREAS, Heritage and Planning staff has reviewed the proposed facade improvements/re-construction for 5 King Street West and has concluded that the proposed improvements/re-construction would be compatible with the character of the commercial streetscape and conform to the Commercial Core Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-001, submitted by James Newsome on behalf of Baxter Properties – 2692591 Ontario Ltd., be approved to permit Option 1 – cast-in-place concrete “sandstone” facade improvement/reconstruction at 5 King Street West, subject to the finalization of details by Heritage and Planning staff.

CARRIED

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM: TITLE:	Dave Johnson Planner I - Heritage	
DATE OF MEETING:	February 5, 2020	
TITLE / SUBJECT:	Façade Improvement/Re-construction - 5 King St. Baxter Properties - 2692591 Ontario Ltd./J. Newsome	
REPORT DATE:	January 31 st , 2020	File #: HP-2020-001

1.0 STRATEGIC PLAN

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

2.0 PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

In general, the CHC is comprised of seven (7) members: one (1) member of Council and six (6) citizen members which reflect the diverse interests of the community.

The agenda for a CHC meeting is prepared and distributed to all committee members and is posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date, in an electronic format where possible.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents.

The CHC also receives public delegations and communications/correspondence from citizens in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

3.0 RECOMMENDATION

WHEREAS, Heritage and Planning staff has reviewed the proposed facade improvements/re-construction for 5 King Street West and has concluded that the proposed improvements/re-construction would be compatible with the character of the commercial streetscape and conform to the Commercial Core Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-001, submitted by James Newsome on behalf of Baxter Properties – 2692591 Ontario Ltd., be approved to permit Option 1 – cast-in-place concrete “sandstone” facade improvement/reconstruction at 5 King Street West, subject to the finalization of details by Heritage and Planning staff.

4.0 ORIGIN

An application for a Heritage Permit was received on January 22, 2020 from James Newsome to undertake various façade improvements at 5 King Street West (occupied by a future Law Firm – Schmidt Law).

The subject property is located in the Commercial Core Heritage Conservation District designated under Part V of the *Ontario Heritage Act*, and by By-law #27-90 as amended by By-law #118-91 and by By-law # 042-2016.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to deal with the application is April 21, 2020.

Scope of Work

New King St. storefront façade (see attached Appendix A)

1. Construction of a new storefront façade on 5 King Street West
 - a. Option 1: Cast-in-place concrete with a sandstone look
 - b. Option 2: Wood finish storefront painted in T-11 Fort Vermillion (Red tone)
2. Wood framed SDL storefront windows (simulated divided lite) to be custom built by Henderson Carpentry of Port Hope.
 - a. Storefront windows to be 5:4 lites
 - b. To be painted either T-12 Black or T11 Fort Vermillion
3. Installation of a new steel entry door. Lites to mimic storefront windows. Wood framed SDL lites (2:4) above entry door.
 - a. Door colour to be T-10 Market Square Tavern Dark Green
4. Existing sign band to remain as is in same colour (black) and size.



Figure 1: existing storefront of 5, 7, 9 King St. W



Figure 2: Existing Conditions of 5, 7, 9 King St. West (The former A.M Hall Jeweller at 5 King St. W being the subject property).



Figure 3: 5 King St. West current conditions

5.0 BACKGROUND

The subject property is located at 5 King Street West on the south side of King Street. Victoria Hall is located to the west and is designated by the Commercial Core HCD.

Geographic Context

The subject property is located on the north side of King Street West between Division Street and George St. Victoria Hall is located to the southwest of the subject property.



Above: The subject property is shown outlined in red within the context of the Commercial Core Heritage District (indicated in blue). The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated. Properties shaded in yellow are located in the nearby George Street Heritage Conservation District. Properties shaded in green are located in the nearby East Heritage Conservation District. 5 King Street West is a separate property, owned independently from abutting addresses.

Historical and Architectural Context

According to the LACAC property files, the building on the subject property was constructed in 1840s and is one Cobourg's oldest buildings. The building was most likely built by the Buck family as they owned the property at this time. This building is also a rarity in Cobourg as it is one of the few stone structures still standing, though admittedly hidden behind later alterations to storefront facade. 5 King St. W, as well as 7 and 9 as they were originally constructed as one structure, is an example of a Georgian style building with clean simple lines and uniformity. According to the file, the building displays much of the residential qualities for which it was originally built. The building is a two-storey stone structure with a low-pitched gable roof. There are two dormers with an overhang and the windows within the dormers are segmented and consist of four panes. The original stone surface is still exposed on the west wall (abutting the First Street pedestrian corridor) and the front second storey has been plastered. There are 5 window bays along the street facing second floor of the façade. They are not equally spaced with the three windows on the left (east) grouped close together, while the two windows on the right are spaced quite a ways apart. The window's trim is very handsome, it is simple but well tooled moulding. However, it appears that the windows and trim have been altered to vinyl sometime in the past.

Furthermore, the subject building was formerly a motion picture house, according to Robert Mikel. Mikel notes in *Cobourg: The Spirit of Place* that Cobourg's most successful early theatre opened in 1918 in the old Commercial Hotel, a Georgian stone building. In 1918 Florence Sutherland renovated the hotel into a theatre leased to Jules Allen. Jules and his brother had established Canada's first movie

theatre chain, called Allen Theatres, in 1906. By 1922 the company was taken over by the Famous Players chain. The Allen's, however, maintained ownership of the Cobourg theatre but in 1924 it became part of the Capital Theatre chain and renamed the "Capital." In 1931 the theatre introduced the first "talkies" to Cobourg at the Capital. In 1948 the theatre became known as the Durland Theatre Company and moved the theatre to the new "sleek, sophisticated and modern" Park Theatre. By 1951 the theatre was converted into a six lane bowling alley equipped by Brunswick, Baillie and Collender Co. of Toronto. (Mikel, 2017)



Figure 4: The original stonework of the structure on the west side

Character defining elements of the Commercial Core Heritage Conservation District include two to three storey buildings with commercial character, storefronts on the first storey and residential/commercial space on the second and third storeys. Storefronts have wide windows on the first storey, some with recessed entry doors. Windows on upper storeys are symmetrical fenestration, with segmental arches or rectangular openings, often with arched or decorative lintels, and basic sills. There is a dominant use of brick in a variety of natural colours, some have been painted and most include architectural details including keystones, hood molds and cornice details. Storefronts are typically continuation of brick, although quite a few are wood paneling construction of varying details. There is a continuous sign band throughout the downtown, some wider than others depending on the size of the storefront windows.

6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council in 2016 to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and Heritage Conservation District Plans were prepared. The Commercial Core Heritage Conservation District Plan was adopted by By-law 043-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the Commercial Core Heritage Conservation District. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the Commercial Core Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

4.1 Storefronts and street-facing façades

Policies

- a) *Maintain and repair, rather than replace, heritage material on existing storefronts that are physically sound and compatible with the overall building façade. Storefronts may have historic value even if they are later additions to the District.*
- b) *Building heights range from 2-3 storeys, and building roofs are generally flat, with some mansard and gable roof types. This building form at the street level shall be maintained.*
- c) *Contemporary modern designs are permitted provided they do not damage heritage building fabric and are complementary to the heritage building fabric in terms of materials, architectural details, size and location on the building.*

Guidelines

- d) *Existing storefronts may also be restored to an earlier period or style provided restoration is based upon historical documentation.*
- e) *Examine existing storefronts to determine if they are capable of revealing an earlier design and/or historic fabric beneath the present storefront which can be rehabilitated*

Discussion

Prior to Council's adoption of the Commercial Core Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*. The Commercial Core Heritage Conservation District Plan provides the same level of heritage conservation using best practices as expressed in the *Standards and Guidelines for the Conservation of Historic Places in Canada*, while continuing with a similar

management of future change and potential new development within the Commercial Core Heritage Conservation District Plan as the previous Heritage Conservation District guidelines. The Commercial Heritage Conservation District Plan is also consistent with the 2005 changes to the *Ontario Heritage Act*, the 2014 Provincial Policy Statement and the Ontario Heritage Toolkit.

Original storefront

Based on historical photographic information, the original storefront appears to have included stone pilasters and window base, wood-framed windows (4:3 lites), wood doors with transom, scaled back entablature (lintel), and a limestone façade on the upper storey. The roof dormers appear to have been a later addition.

Existing storefront

The existing storefront appears to have altered to its current state in the mid-twentieth century. Currently, the façade of 5 King Street West is clad in black high-shine faux marble tile, metal framed storefront windows, metal framed glass commercial door, a 2' black plywood sign band, wood entablature and grey stucco on the second floor.

Proposed Storefront

The applicant is proposing to improve/reconstruct the storefront at 5 King Street West (former A.M Hall Jeweller, and future home of Schmidt Law) to an earlier period (see Appendix A) by replacing the existing ground floor window display and install new storefront windows (5:4 lites) and steel door with 2:4 transom lites over the entry door. The applicant is proposing no changes to the current sign band. The applicant is proposing two (2) options for the storefront facade:

Option A: See Appendix A

Option A proposes a cast-in-place concrete storefront with “sandstone” finish, window trim painted T12 – Black and door painted T10 – Market Square Tavern Dark Green

Option B: See Appendix A

Option B proposes a wood-framed storefront painted T11 - Vermillion

Transom windows

Transom windows are quite common characteristics of storefront facades, when located below the signage band or above entrance doorways. While transom windows are not overly common in Cobourg, there are some examples throughout the downtown, see Figure 5 below. In my opinion, the addition would respect the visual relationships of the adjacent buildings, especially given that there is historical photographic evidence of transom windows at this location. Finally, this would draw on specific historical attributes making it compatible with the heritage values of the Commercial Core District.



Figure 5: Similar examples of transom window glass along King Street West

The new storefront has been thoughtfully designed to be consistent with the original design and character of the building and to restore the storefront to an earlier period. The applicant has identified two (2) options as noted above and illustrated in Appendix A attached. Upon review, it is my opinion that Option A – a cast-in-place concrete “sandstone” finish -- would be the more appropriate path forward for this façade re-construction as it more closely matches the historical record. The policies of the Commercial Core Heritage Conservation District make clear that any re-construction must be supported by documentary evidence, as is the case for this project. The current windows and doors are not original or heritage windows as this property appears to have had modernizations over time.

In conclusion, while both Options for façade improvements/re-construction proposed for 5 King Street West would appear compatible with the existing heritage streetscape, Option A in my opinion is the most appropriate based on the historical record associated with the building. Overall, it is my opinion that the applicant’s proposal for façade improvement/reconstruction is in conformity with the Commercial Core Heritage Conservation District Plan.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated financial implications on the Municipality as a result of the approval of this Heritage Permit application.

8.0 CONCLUSION

Overall, the applicant is restoring the exterior form, maintaining proportions, colour and massing, and reinvigorating a tired storefront that has been significantly altered from its original form. It is my opinion that the proposed work is compatible with the heritage characteristics of the downtown, rebuilds a previously lost exterior form and conforms to the Commercial Core Heritage Conservation District Plan.

10.0 AUTHORIZATION/SIGNATURES

Report Prepared By:



Dave Johnson
Planner I - Heritage

Report Approved By:



Rob Franklin, MCIP, RPP
Manager, Planning



Glenn McGlashon, MCIP, RPP
Director, Planning & Development Division

Appendix A:



Current Façade:

- Black high-shine faux marble tiles
- Metal-framed fixed storefront windows
- Metal-framed glass commercial door with transom
- 2'-0" Plywood backing for signage
- Wood Entablature (date unknown)
- Stucco above (grey)



*Historical Photo: date and credit unknown

Historical Façade:

- Stone (presumed) – pilasters and window base
- Tuscan inspired pilasters
- Wood-framed (presumed) storefront windows 4:3 lites
- Wood doors (presumed) with transom
- Scaled-back Entablature to present-day feature
- Limestone above

Proposed Façade – Intent:

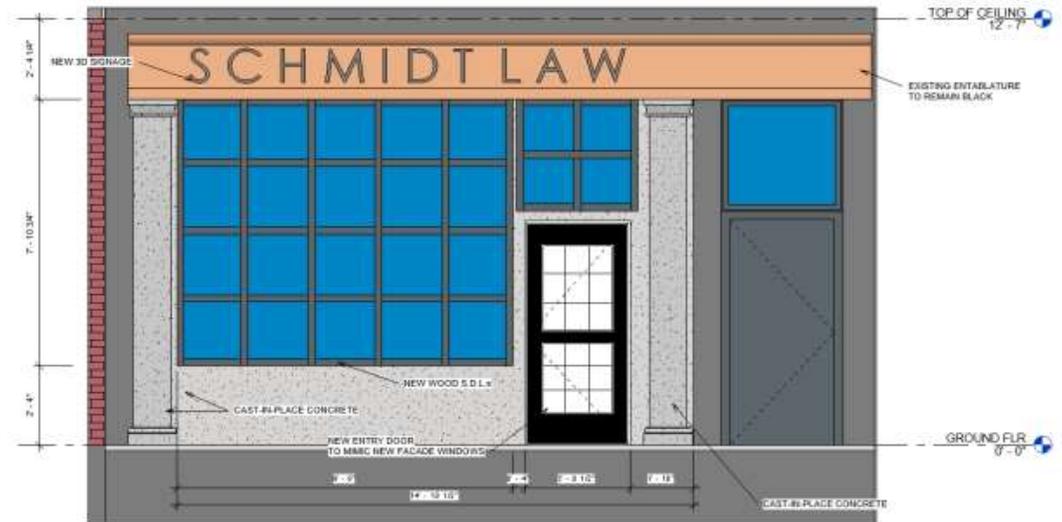
- Restore Historical Façade as close to what is shown in historical record
- Improve streetscape in immediate vicinity
- Bring in natural light into Office space on Ground Floor
- Create a welcoming entry to all (Barrier Free)

Proposed Façade – Challenges:

- Building configuration has changed
- Coordination with adjacent building owners (currently "for sale" – January 2020)
- Street level appears to be higher



Option 1 -- Proposed Façade in Building – 2D



Proposed Façade Storefront Window:

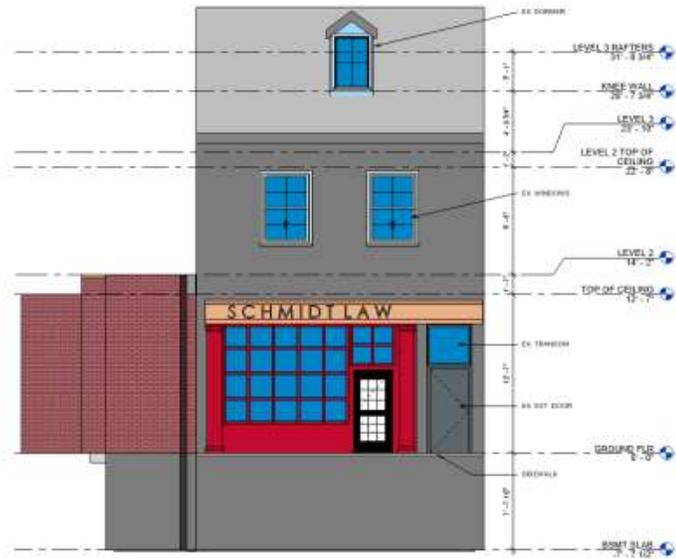
- Wood framed (painted) SDL, 5:4 lites
- Frame colour: T-12 **OR** T-11 if all wood surround

Proposed Façade Surround

- Cast-in-place concrete with Sandstone “look” finish **OR** Wood (painted) T-11

Proposed Façade Storefront Door:

- Wood framed (painted) SDL, ¾ Glass on Top Only with 2:4 lites
- Door colour: T-10 with “Sandstone” façade **OR** T-11 with Wood façade.



Option 2 -- Proposed Wood Façade in Building – 2D



Option 2 -- Proposed Wood Façade in Building – 2D



Option 1 -- Proposed Façade in Building – 3D



Option 1 -- Proposed Façade – 3D

PILASTERS & SURROUNDS



Example

*credit: Google Images



T10: Market Square Tavern
Dark Green (Door)



T12: Black (Window Trim)



T11: Fort Vermillion

Option 1 - Proposed Façade with "Sandstone" (cast-in-place) concrete Surround

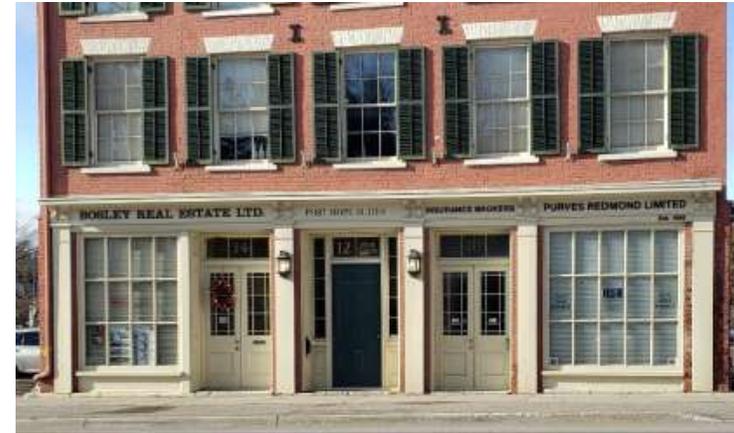
Option 2 - Proposed Façade with Wood Pilasters and Entry Door



*Google Streetview: May 2015

**Proposed Façade –
Example:**

- King St – Cobourg
- SDL Grill Storefront Pattern
- Classical inspired pilasters
- Continuous Entablature
- Wood (presumed) entry doors with transom



**Proposed Façade –
Example**

- Mill St – Port Hope
- SDL Grill Storefront Pattern
- Tuscan inspired pilasters
- Continuous Entablature
- Wood (presumed) entry doors with transom

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	February 18, 2020	
TITLE / SUBJECT:	Subdivision Agreement 271 Clyde Street Jana Ewart	
REPORT DATE:	February 10, 2020	File #: B-04/19, B-05/19, B-06/19

1.0 **CORPORATE STRATEGIC PLAN OBJECTIVE**

N/A

2.0 **RECOMMENDATION**

THAT the By-law attached to this Report as *Figure 3* be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Subdivision Agreement with Jana Ewart and Lakefront Utility Services Inc. for the development of four (4) residential lots on the property known municipally as 271 Clyde Street, subject to the finalization of details by municipal staff and applicable agencies.

3.0 **PUBLIC ENGAGEMENT**

An application for Consent to Sever three new residential lots and an accessing and servicing easement from 271 Clyde Street was submitted to the Committee of Adjustment on April 16, 2019, and approved May 14, 2019 with conditions.

With regard to this application, the Municipality followed the statutory notice requirements of the Planning Act R.S.O 1990, c.P. 13, as amended, including providing notice by personal service or ordinary service mail to every land owner within a 60 m radius of the area to which the application applies, and publication in a newspaper that is of sufficient circulation in the area which the

application applies. Following the public meeting held to consider the application, a Notice of Decision was provided to the applicant.

4.0 **ORIGIN AND LEGISLATION**

On May 14, 2019, the Owner was granted Provisional Consent to sever three new approx. 1053 m² residential lots (the “Severed Parcels”) and an access and servicing easement from the property known municipally as 271 Clyde Street, leaving one (1) approx. 1052 m² retained residential lot, see *Figure 1: Location Map*.

One of the conditions of consent requires that a Subdivision Agreement be registered over the property to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, fencing/buffering considerations, tree identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement. In accordance with the provisions of the Planning Act, if the conditions of the Consent are not satisfied within one (1) year of the decision (May 14, 2020), the Consent lapses and the Owner would need to re-apply.

Section 53(12) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, authorizes the Municipality to enter into Agreement(s) with the proponent as a condition of approval for the Consent.

Since Provisional Consent approval, the proponent has provided submissions to the Municipality with the intent to clear the conditions of the Consent, and to enter into a Subdivision Agreement with the Municipality.

5.0 **BACKGROUND**

The Severed Parcels are designated “Residential Area” and “Special Policy Area” in the Town of Cobourg Official Plan (2017), and zoned “Residential Three 3 Holding (R3 [H]) Zone” and “Residential 3 Special Policy 77 Holding (R3 sp. 77 [H]) Zone” in the Town of Cobourg’s Comprehensive Zoning By-law #85-2003.

On May 14, 2019, the Committee of Adjustment approved three (3) Consents to sever three (3) new approx. 1053 m² residential lots and an access and servicing easement from 271 Clyde Street with a total of three (3) conditions, one of which is:

i) That a Subdivision Agreement be registered over the Subject Lands to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, fencing/buffering considerations, tree

identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement.

Other conditions relate to the payment of cash in lieu of parkland for the Severed Parcels, and specify that conditions are subject to the Town's specification and approval.

6.0 **ANALYSIS**

The following attachments are included in this Report for reference purposes:

Figure 1 – Location Map

Figure 2 – Reference Plan

Figure 3 – Agreement Authorization By-law

The following are the key points associated with the proposal:

- The property known as 271 Clyde Street is approximately 0.42 ha lot area with frontage on Clyde Street. See *Figure 1: Location Map*.
- Provisional Consent was granted by the Committee of Adjustment on May 14, 2019, which permitted the creation of three (3) new approx. 1053 m² lots with 20.11 m frontage on Sydenham Street and 20.72 m frontage on Clyde Street, and an access and servicing easement. See *Figure 2: Reference Plan*.
- As a condition of the Consents, the applicant was required to enter into and register a Subdivision Agreement with the Town to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, fencing/buffering considerations, tree identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement.
- In accordance with Planning Act regulations, if conditions to a Provisional Consent are not fulfilled within one year of the decision (May 14, 2020), the Consent lapses.
- Clyde Street is presently serviced by an undersized water main, therefore the Owner is required to extend at its cost a satisfactory water line from Ontario Street westerly along the frontage of the subject property to the satisfaction of Lakefront Utility Services Inc.
- There is no sanitary sewer main on Clyde Street to service the subject property and therefore the Owner is required to construct individual

private sanitary sewer force-mains to pump the sewage from each lot into the municipal sanitary sewer main in Ontario Street at its cost and to the satisfaction of the Public Works Department. The sanitary sewer services are to be privately owned and maintained, and the Municipality will not be responsible for any costs associated with the operation or maintenance of the force-main system.

- In order to address the submission from the adjacent condominium corporation, the installation of a fence along the easterly property line has been accounted for. The design and material specifications of the fence shall be to the satisfaction of the Planning Department. In accordance with Zoning By-law regulations, the fence shall not exceed 0.75 m (2.5 ft) in height in the defined front yard of the residential lot and 1.83 m (6.0 ft) elsewhere. A small length of cedar hedge currently exists along the property line and it is proposed that the fence avoid disturbing this vegetation. These provisions will be included in the Subdivision Agreement.
- The Subdivision Agreement incorporates a number of relevant terms and conditions specific to the development of the subject lands, including but not limited to: the installation of all infrastructure, erosion/sedimentation/stormwater management controls; site grading; regulations for construction and tree protection; building flood-proofing; floodplain warning clauses; works cost estimates; performance security; landscaping; fencing; insurance provisions, alternate access; and, other related requirements for future Building Permit submissions.
- The Holding (H) Symbol will not be recommended for removal from the R3 and R3 sp.77 Zones until the above described Subdivision Agreement is registered over the subject property and the underground servicing infrastructure has been installed to 'pre-service' the development lands to the satisfaction of LUSI and the Municipal Engineer. The Holding (H) Symbol cannot be removed without the approval of Council by by-law.
- The subject proposal conforms to the applicable policies of the Official Plan, particularly the Residential Area, Special Policy Area and Community Design policies, complies with Comprehensive Zoning By-law #85-2003, and satisfies Condition #2 of the Consent Decision.

7.0 **FINANCIAL IMPLICATIONS/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the Municipality as a result of granting final approval of the subject request. A cash-in-lieu of parkland payment in the amount of \$12,537.50 and a Municipal Tree Levy of \$2,382.00 will be paid by the Owner. Development Charges will be

applied to each vacant lot at the Building Permit Stage. All legal, registration and other costs incurred by the Municipality shall be borne by the Owner.

8.0 **CONCLUSION**

It is the opinion of the Planning Department that the submission made by the Owner to clear Condition #2 of the Consent for the land area known municipally as 271 Clyde Street satisfies this condition of approval, subject to the finalization of details by planning staff and applicable agencies, and the registration of the Subdivision Agreement.

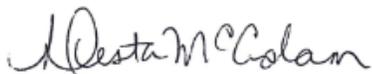
9.0 **POLICIES AFFECTING THE PROPOSAL**

The Cobourg Official Plan is the primary municipal policy affecting this proposal, and it is the opinion of Planning staff that the proposal conforms to the Plan.

10.0 **COMMUNICATION RESULTS**

THAT the By-law attached to this Report as *Figure 3* be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Subdivision Agreement with Jana Ewart and Lakefront Utility Services Inc. for the development of four (4) residential lots on the property known municipally as 271 Clyde Street, subject to the finalization of details by municipal staff and applicable agencies.

Yours very truly,
THE CORPORATION OF THE TOWN OF COBOURG



Desta McAdam, MCIP, RPP
Senior Planner - Development

Reviewed by:



Rob Franklin, MCIP RPP
Manager of Planning Services

FIGURE 1: LOCATION MAP

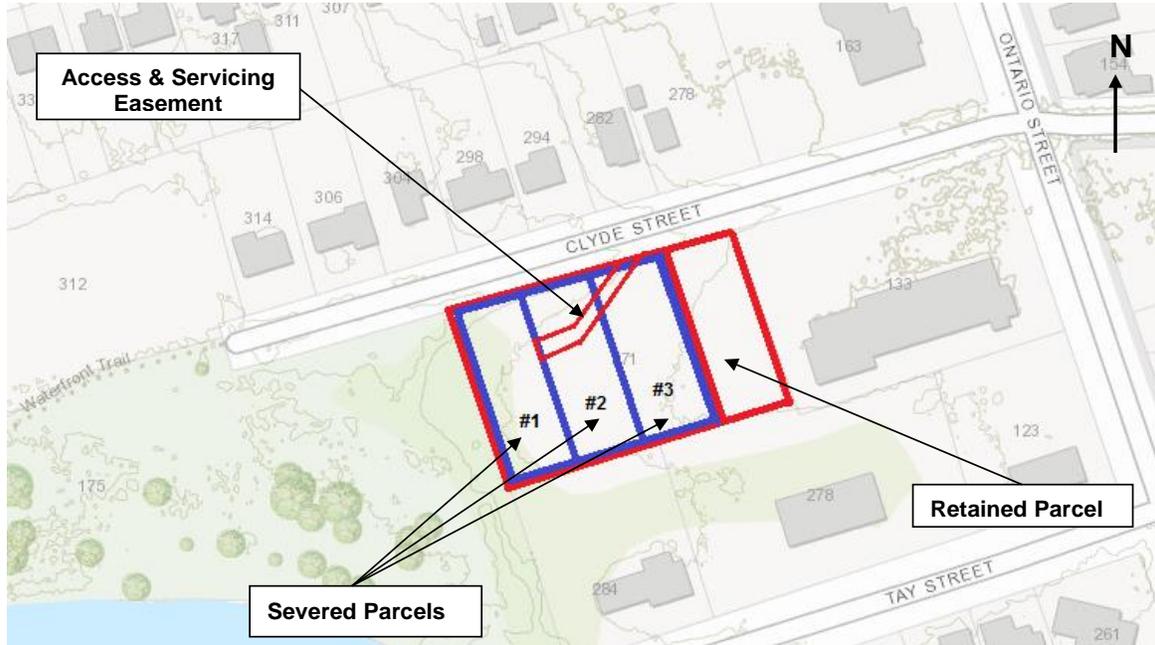


FIGURE 2: REFERENCE PLAN

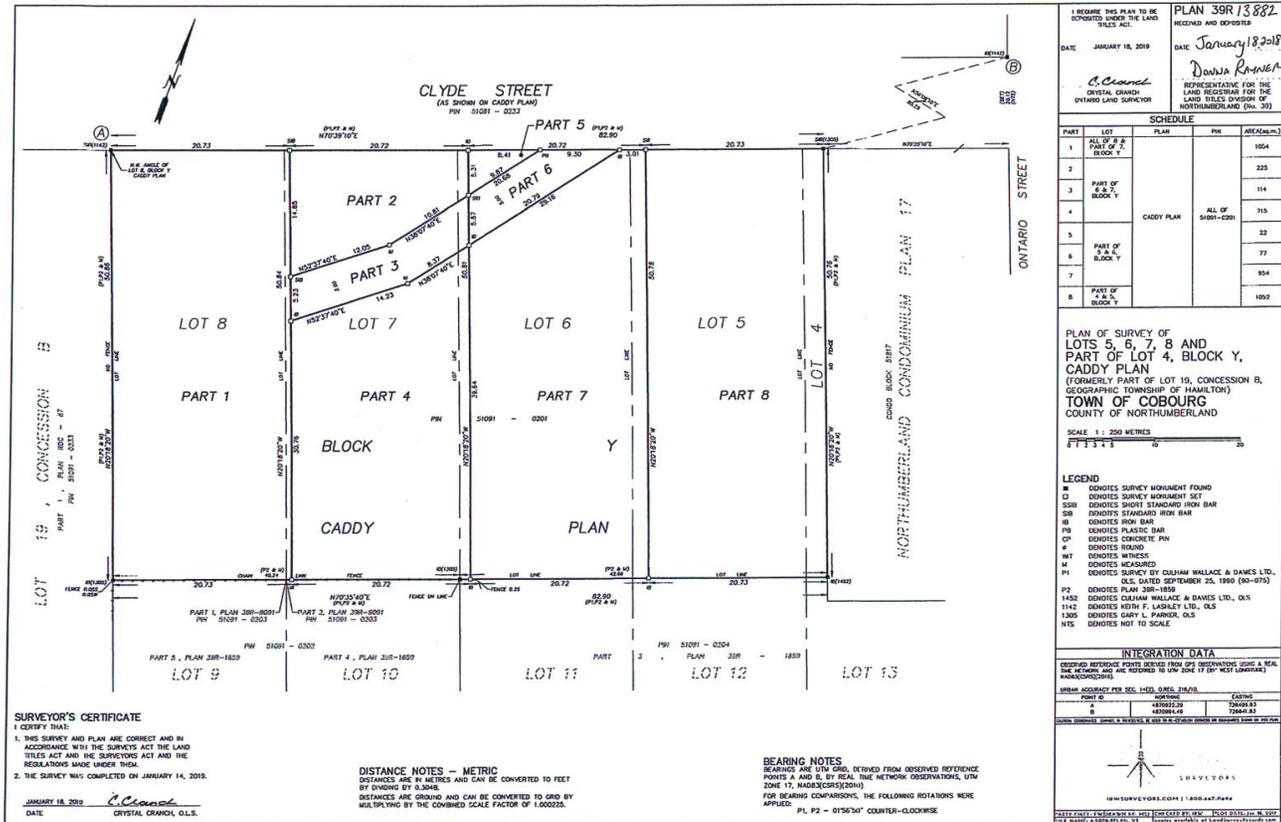
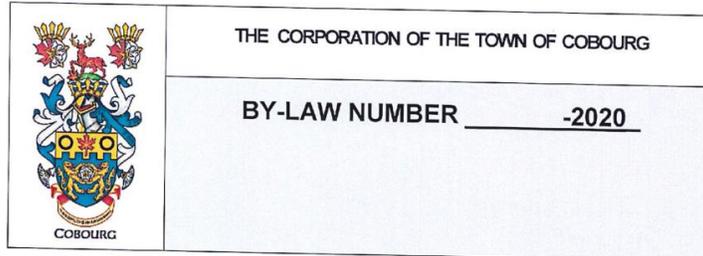


FIGURE 3: AGREEMENT AUTHORIZATION BY-LAW



A BY-LAW TO AUTHORIZE THE EXECUTION OF A SUBDIVISION AGREEMENT WITH JANA EWART, LAKEFRONT UTILITY SERVICES INC., AND THE CORPORATION OF THE TOWN OF COBOURG (271 CLYDE STREET).

WHEREAS the Committee of Adjustment for the Town of Cobourg granted Consent to sever from the Subject lands three (3) new residential lots, along with access and servicing easement, and one (1) retained lot by virtue of applications B-04-19, B-05-19, and B-06-19;

AND WHEREAS as a condition of the Consent, the Committee of Adjustment required the Owner to enter into an agreement with the Municipality in accordance with the provisions of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, and in particular Section 53(12) and 51(26) which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Subdivision of Land and Consent to Sever;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Subdivision Agreement with Jana Ewart, Lakefront Utility Services Inc., and the Corporation of the Town of Cobourg for the development of four (4) residential lots on the property known municipally as 271 Clyde Street, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 24th day of February, 2020.

MAYOR

MUNICIPAL CLERK

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	February 18, 2020.	
TITLE / SUBJECT:	Application Site Plan Approval – 1111 Elgin Street West Aly Premji, Trinity Development Group/ Northumberland Shopping Centre Inc.	
REPORT DATE:	February 13, 2020	File #: SPA-01-20

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

The following actions are recommended:

- a) That the application be received by Council and referred to the Planning Department for a report.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign must include information regarding the proposal, and a contact number the Town of Cobourg Planning Department, where plans can be made available for the public to view.

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council, and all Site Plan Applications are considered by Council in open session prior to final approval. Finally, information relating to the Site Plan Application is posted on the municipal website under the Planning Applications page (Planning & Development).

4.0 ORIGIN AND LEGISLATION

In January 2020, the Planning Department received an application for Site Plan approval from Aly Premji, Trinity Development Group Inc. on behalf of Northumberland Shopping Centre Inc. for an 11.21 ha (27.7 ac) parcel of land, known municipally as 1111 Elgin Street West. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council.

5.0 BACKGROUND

The property is 11.21 ha (27.7 ac) in area, with 446 m frontage along Elgin Street West and frontage along Rogers Road. The site is presently occupied by Northumberland Mall shopping centre, and three freestanding buildings, including the Boston Pizza restaurant, A&W restaurant and drive through, and the LCBO liquor/alcohol store. See **Schedule "A"** Key Map.

The Subject Lands are designated "Shopping Node Area" in the Official Plan (2017) and zoned "Shopping Centre Commercial Exception 1 (SC-1) Zone," "Shopping Centre Commercial Exception 1 Holding (SC-1 [H]) Zone," "Shopping Centre Commercial Exception 2 (SC-2) Zone," and "Shopping Centre Commercial Exception 3 (SC-3) Zone" in Comprehensive Zoning By-law No. 85-2003. The proposed development is located within the SC-1 (H) Zone.

The development proposal is for a new 929 m² multi-unit commercial free standing building, consisting of seven (7) units, including a restaurant with drive through facility in the existing parking area of Northumberland Mall, north of Dollarama. The proposal also considers the re-alignment of the existing driveway north of the Metro grocery store. See **Schedule "B"** Site Plan (note that the site plan design may change prior to final approval consideration by Council).

6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete applications within thirty (30 days) after its submission, the Owner may appeal the application to the Local Planning Appeal Tribunal.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$5,250.00 in application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

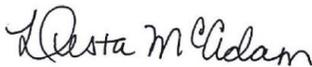
The primary policies affecting this application relate to the Shopping Node Area designation and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

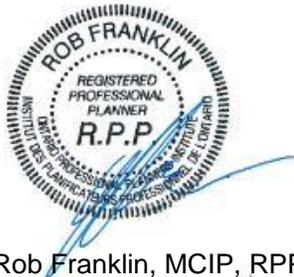
This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

Report Prepared by:

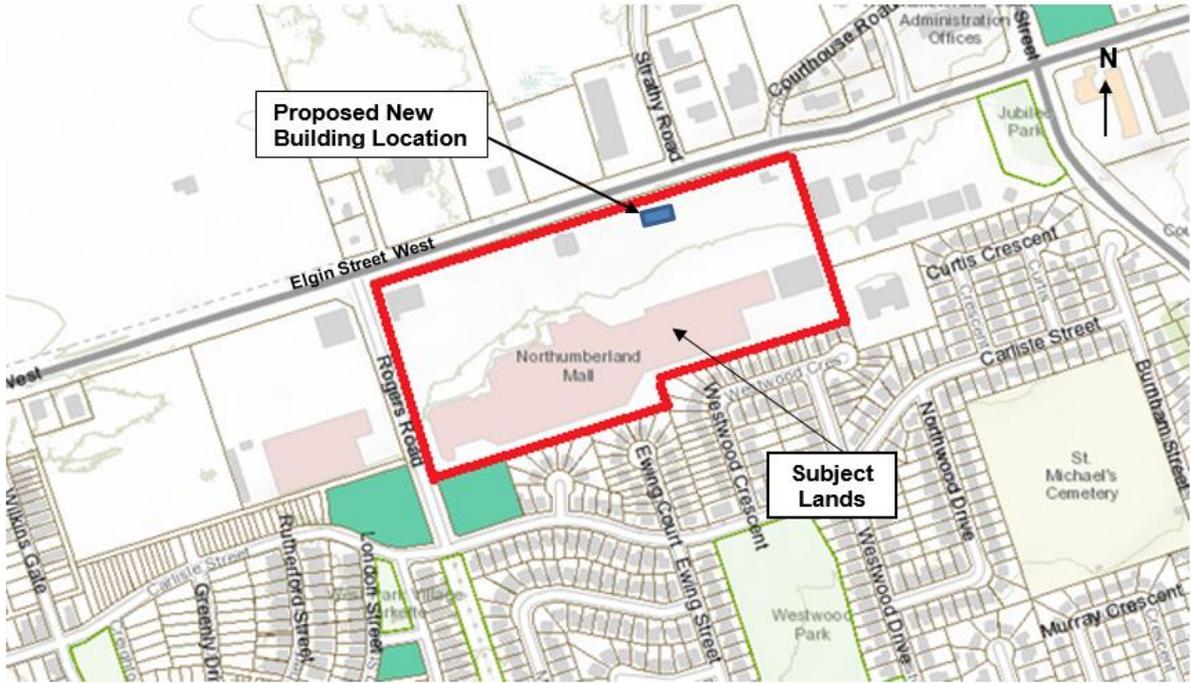


Desta McAdam, MCIP, RPP
Senior Planner – Development

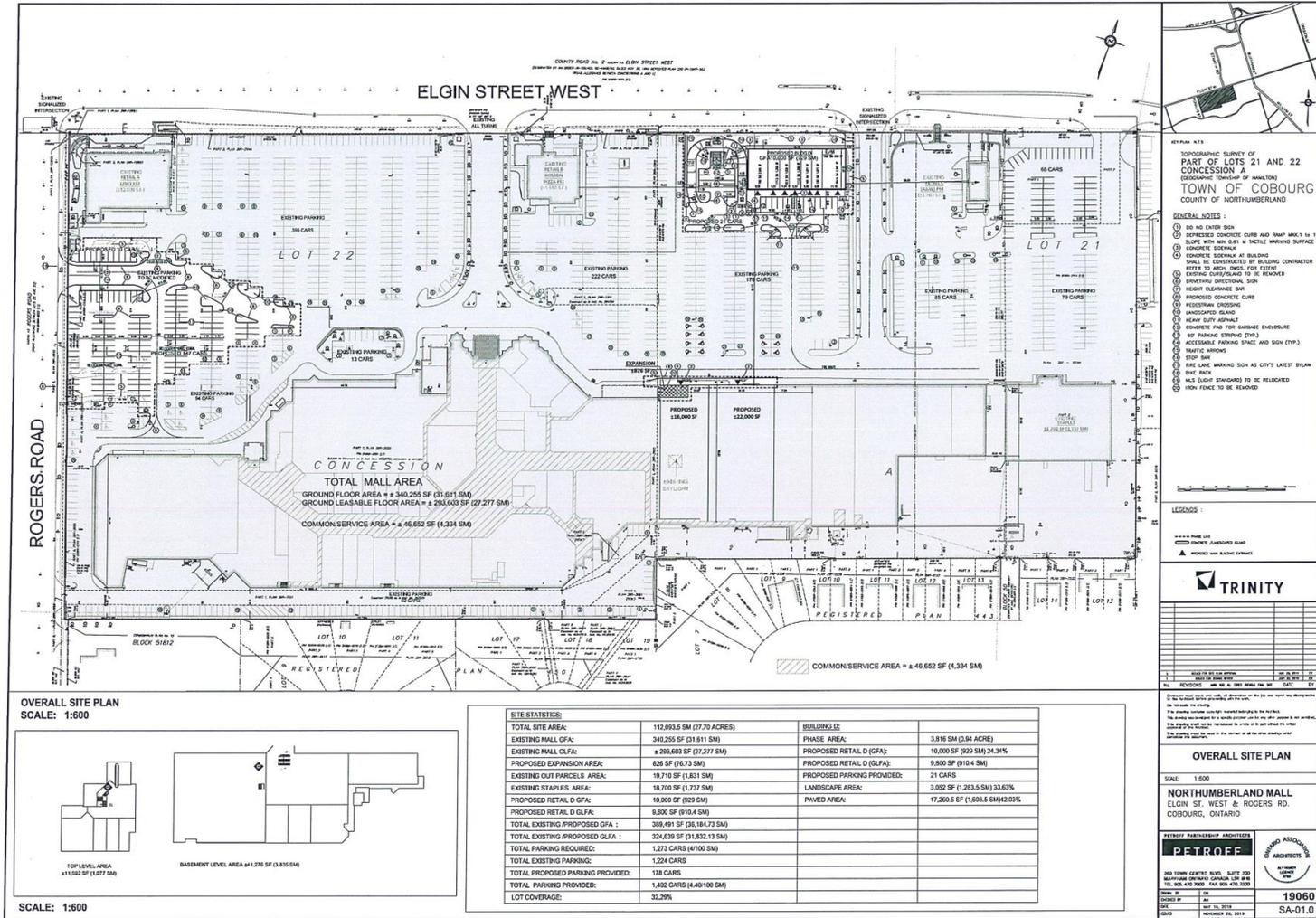


Rob Franklin, MCIP, RPP
Manager of Planning Services

SCHEDULE 'A'
KEY MAP



SCHEDULE "B" SITE PLAN



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	February 18, 2020.	
TITLE / SUBJECT:	Application Site Plan Approval – 415 King Street West Scott Glover for AMR Investments Inc. & Glover & Co Inc.	
REPORT DATE:	February 13, 2020	File #: SPA-03-20

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

The following actions are recommended:

- a) That the application be received by Council and referred to the Planning Department for a report.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign must include information in regard to the proposal, and a contact number for the Town of Cobourg Planning Department, where plans can be made available for the public to view.

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council, and all Site Plan Applications are considered by Council in open session prior to final approval. Finally, information relating to the Site Plan Application is posted on the municipal website under the Planning Applications page (Planning & Development).

4.0 ORIGIN AND LEGISLATION

In January 2020, the Planning Department received an application for Site Plan approval from Scott Glover on behalf of AMR Investments Inc. & Glover & Co Inc. for a 7,502.3 m² parcel of land, known municipally as 415 King Street West. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council.

5.0 BACKGROUND

The property is 7,502.3 m² in area, with 60.95 m frontage along King Street West and 96 m frontage along Tremaine Street. The Subject Lands is currently improved with a vacant building that was historically used for industrial and commercial land uses. See **Schedule "A"** Key Map.

The Subject Lands are designated "Residential Area" and "Environmental Constraint Area" in the Official Plan (2017) and "Multiple Residential Exception 16 Holding (R4-16 [H]) Zone" and "Environment Constraint (EC) Zone" in the Comprehensive Zoning By-law #85-2003.

The development proposal is for a two (2) storey residential apartment building, measured from the Tremaine Street frontage, consisting of twenty-six (26) dwelling units. Specifically, the proposal considers the construction of a second storey building addition on the existing building improving the Subject Lands, and the construction of two (2), two (2) storey building additions on the north and south side of the existing building. See **Schedule "B"** Site Plan (note that the site plan design may change prior to final approval consideration by Council).

6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete applications within thirty (30 days) after its submission, the Owner may appeal the application to the Local Planning Appeal Tribunal.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$8,430.00 in application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

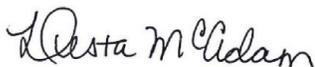
The primary policies affecting this application relate to the Residential Area designation and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

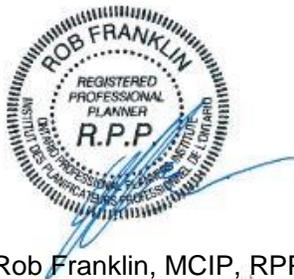
This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

Report Prepared by:

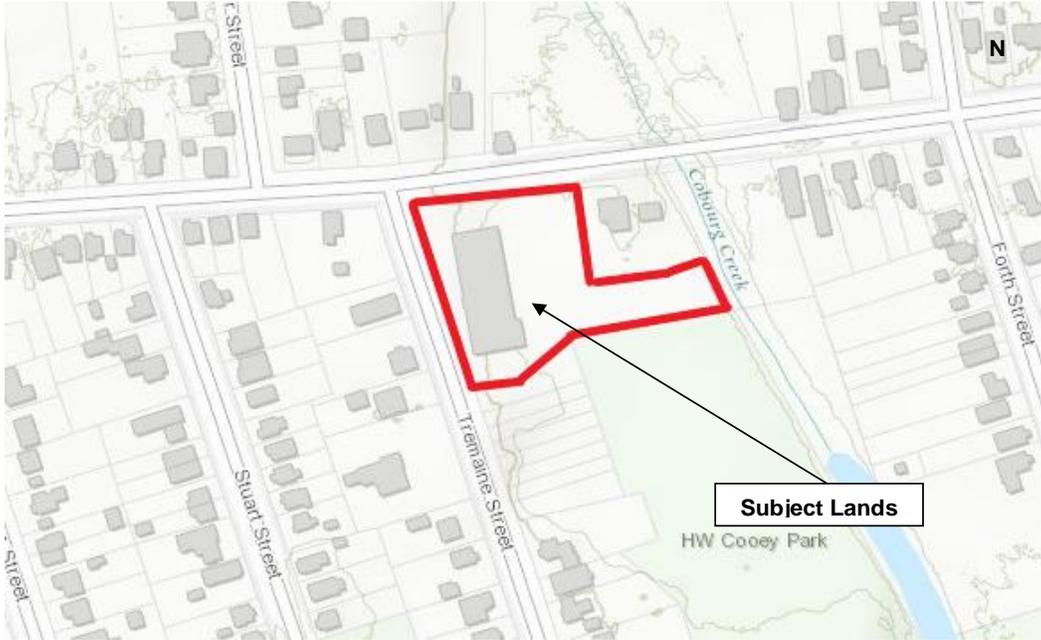


Desta McAdam, MCIP, RPP
Senior Planner – Development



Rob Franklin, MCIP, RPP
Manager of Planning Services

SCHEDULE 'A'
KEY MAP



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	February 18, 2020	
TITLE / SUBJECT:	Application Site Plan Approval – SE Corner of New Amherst Blvd. & Charles Wilson Parkway James Fryett Architect Inc. (James Fryett & Shah Amiri) / New Amherst Ltd.	
REPORT DATE:	February 13, 2020	File #: SPA-02-20

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

The following actions are recommended:

- a) That the application be received by Council and referred to the Planning Department for a report.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign must include information in regard to the proposal, and a contact number for the Town of Cobourg Planning Department, where plans can be made available for the public to view.

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council, and all Site Plan Applications are considered by Council in open session prior to final approval. Finally, information relating to the Site Plan Application is posted on the municipal website under the Planning Applications page (Planning & Development).

4.0 ORIGIN AND LEGISLATION

In January 2020, the Planning Department received an application for Site Plan approval from James Fryett Architect Inc. (James Fryett and Shah Amiri) on behalf of New Amherst Ltd. for a 989.57 m² parcel of land at the SE Corner of New Amherst Blvd. and Charles Wilson Parkway (Part of Block 123, Plan 39M-901) in the New Amherst subdivision. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council.

5.0 BACKGROUND

The property is 989.57 m² in area, with 31.5 m frontage along New Amherst Blvd and 31.57m frontage along Charles Wilson Parkway. The Subject Lands are located in the New Amherst subdivision. See **Schedule “A”** Key Map.

The Subject Lands are designated ““Neighbourhood Centre” in the New Amherst Community Secondary Plan (2017) and “Neighbourhood Mixed Use Holding (NMU [H]) Zone” in the Comprehensive Zoning By-law #85-2003.

The development proposal is for a three (3) storey residential building, consisting six (6) dwelling units. The proposed development includes eight (8) surface parking spaces and one (1) parking space enclosed in a detached garage, accessed by a rear lane, for a total of nine (9) parking spaces. See **Schedule “B”** Site Plan (note that the site plan design may change prior to final approval consideration by Council).

6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete applications within thirty (30 days) after its submission, the Owner may appeal the application to the Local Planning Appeal Tribunal.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$5,500.00 in application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

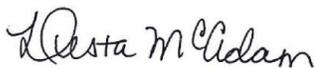
The primary policies affecting this application relate to the New Amherst Community Secondary Plan and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

Report Prepared by:



Desta McAdam, MCIP, RPP
Senior Planner – Development

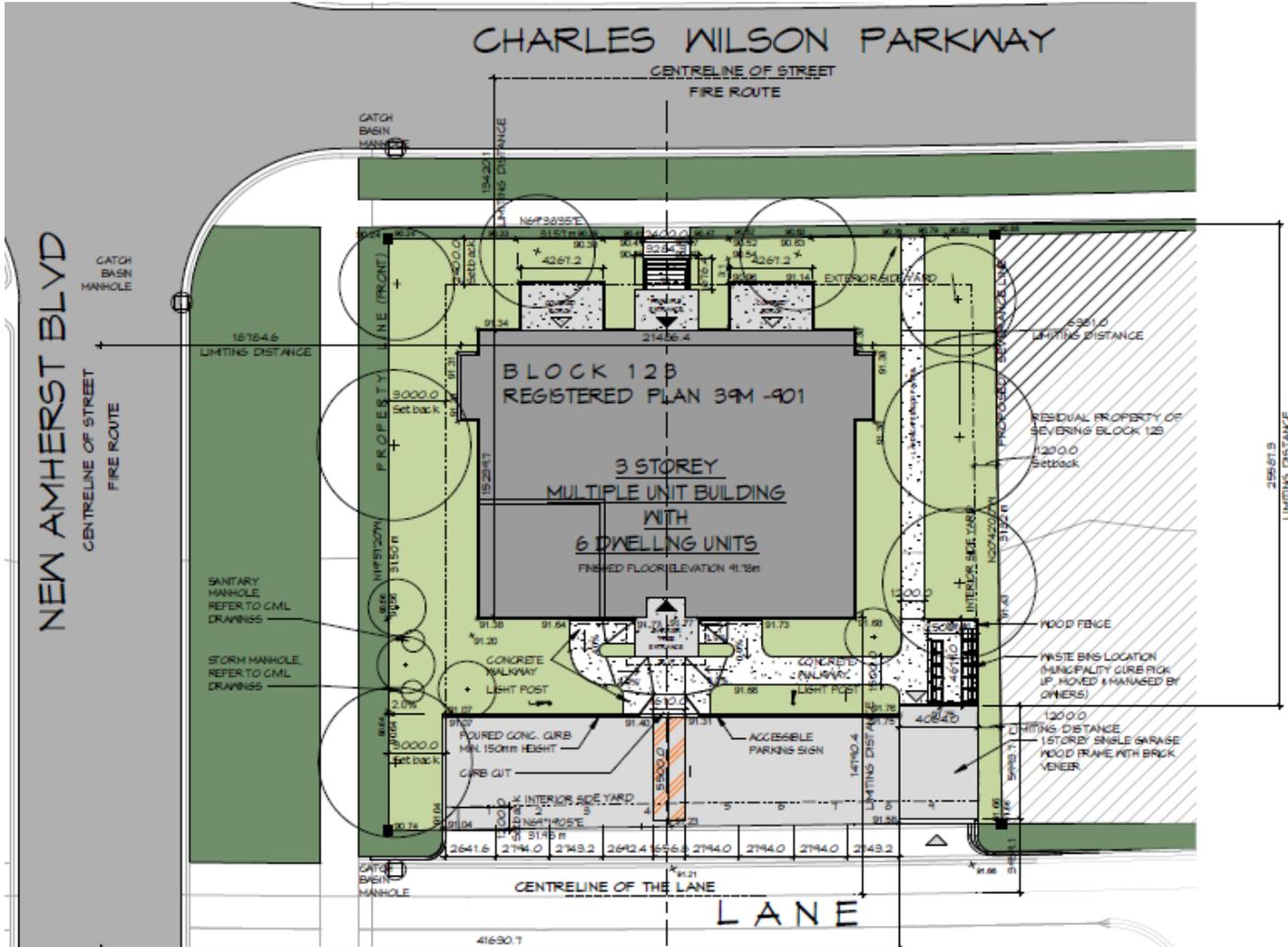


Rob Franklin, MCIP, RPP
Manager of Planning Services

SCHEDULE 'A'
KEY MAP



SCHEDULE "B"
SITE PLAN



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner – Development	
DATE OF MEETING:	February 18, 2020.	
TITLE / SUBJECT:	Detailed Plans for Draft Plan of Subdivision Clearance: 425 & 425A King Street West Mason Homes Limited	
REPORT DATE:	February 10, 2020.	File #: SUBCL-01-20 14T-180001

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for applications to clear conditions of Draft Plan of Subdivision Approval, as these particular applications are recognized as being a detailed, technical review of matters relating to a draft approved subdivision development, including servicing, grading, stormwater management, landscaping, utility coordination, and agency conditions to name a few.

However, Section 51 (20) of the Planning Act, RSO 1990, c.P.13, as amended prescribes statutory notice requirements for a complete Draft Plan of Subdivision applications and amendments to an approved Draft Plan of Subdivision, and for the scheduling of a public meeting or open house.

The application for Draft Plan of Subdivision was received February 4, 2019. The Notice of Complete Application was circulated on February 28, 2019 and the Public Meeting was held September 23, 2019. The applicant also voluntarily convened a Public Information Meeting at Victoria Hall on April 17, 2019. Council granted draft approval of the Draft Plan on October 21, 2019, and a

Notice of Decision was published on October 31, 2019. No appeals were lodged with the Municipality.

Additionally, the Planning Department provides written notice of complete applications to clear conditions of Draft Plan of Subdivision to Council, and approval of all Subdivision Agreements are considered by Council in open session prior to final approval. Any persons on record as submitting comments to the Town during the initial Draft Plan of Subdivision approval process will be notified of receipt of the application for Clearance of Draft Plan of Subdivision Conditions.

3.0 RECOMMENDATION

The following actions are recommended:

a) That the application be received by Council and referred to the Planning Department for a report.

4.0 ORIGIN

In January 2020, the Planning Department received a complete application for Clearance of Draft Plan of Subdivision Conditions from Mason Homes Limited for a 1.58 ha area of land generally located on the south side of King Street East, east of Brook Road South, known municipally as 425 and 425A King Street East (the "Subject Lands").

5.0 BACKGROUND

The Subject Lands consist of a 1.58 ha parcel of vacant land generally located on the south side of King Street East, east of Brook Road South, known municipally as 425 and 425A King Street East. The approved Draft Plan of Subdivision provides conditional approval for the creation of a twenty-seven (27) freehold townhouses over five (5) blocks, accessed by a Municipal road connection between Orchard Avenue and King Street East. See **Schedule "A"** Key Map.

The Subject Lands are designated as "Mixed Use Area" in the Town of Cobourg Official Plan (2017), and zoned "Multiple Residential 4 Exception 4 Holding (R4-4 (H)) Zone", in the Comprehensive Zoning By-law No. 85-2003.

The application provides technical details relating to the subdivision development, which will consist of twenty-seven (27) dwelling units, with associated public right-of-way and green space buffer. See **Schedule "B"** Draft Plan of Subdivision.

The following plans and reports have been submitted in support of the applications:

- Topographical Survey, prepared by IBW Surveyors, May 25, 2017
- Detailed Engineering Plans, prepared by GHD, December 2019;

- Landscape Plans, prepared by JDB Associates Ltd., December 2019;
- Landscape Design Brief, prepared by JDB Associates Ltd.;
- Stormwater Management Report, prepared by GHD, December 2019;
- Storm Sewer Design Sheet and Sanitary Sewer Design Sheet, prepared by GHD, dated December 2019.

6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the applications. The Owner has submitted the requisite \$7,850.00 in application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

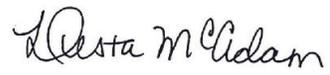
The primary policies affecting this application relate to the Mixed Use Area policies, and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

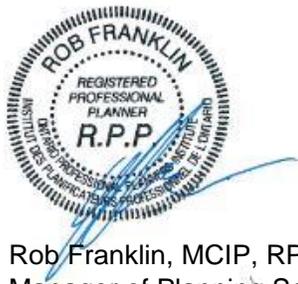
This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

Respectfully submitted,



Desta McAdam, MCIP, RPP
Senior Planner - Development



Rob Franklin, MCIP, RPP
Manager of Planning Services

SCHEDULE 'A'
KEY MAP



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner – Development	
DATE OF MEETING:	February 18 th 2020.	
TITLE / SUBJECT:	Detailed Plans for Draft Plan of Subdivision Clearance: Lands Generally North of D’Arcy Street and Nickerson Drive D.M. Wills Associates Limited / Leblanc Enterprises	
REPORT DATE:	February 13, 2020.	File #: SUBCL-02-20 14T-140001

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for applications to clear conditions of Draft Plan of Subdivision Approval, as these particular applications are recognized as being a detailed, technical review of matters relating to a draft approved subdivision development, including servicing, grading, stormwater management, landscaping, utility coordination, and agency conditions to name a few.

However, Section 51 (20) of the Planning Act, RSO 1990, c.P.13, as amended prescribes statutory notice requirements for a complete Draft Plan of Subdivision applications and amendments to an approved Draft Plan of Subdivision, and for the scheduling of a public meeting or open house.

The application for Draft Plan of Subdivision was received in November 2014. The Notice of Complete Application was circulated on January 13, 2015 and the Public Meeting was held June 25, 2018. The applicant also voluntarily convened a Public Information Open House on April 23, 2015. Council granted draft

approval of the Draft Plan on November 26, 2018 and a Notice of Decision was published on November 30, 2018. No appeals were lodged with the Municipality.

Additionally, the Planning Department provides written notice of complete applications to clear conditions of Draft Plan of Subdivision to Council, and approval of all Subdivision Agreements are considered by Council in open session prior to final approval. Any persons on record as submitting comments to the Town during the initial Draft Plan of Subdivision approval process will be notified of receipt of the application for Clearance of Draft Plan of Subdivision Conditions.

3.0 RECOMMENDATION

The following actions are recommended:

a) That the application be received by Council and referred to the Planning Department for a report.

4.0 ORIGIN

In January 2020, the Planning Department received a complete application for Clearance of Draft Plan of Subdivision Conditions from D.M. Wills Associates Limited on behalf of Leblanc Enterprises for 2.0 ha (4.95 ac) area of land located on an extension of D'Arcy Street, north of Nickerson Drive (the "Subject Lands").

5.0 BACKGROUND

The Subject Lands consist of a 2.0 ha parcel of vacant land located on an extension of D'Arcy Street, north of Nickerson Drive. The approved Draft Plan of Subdivision provides conditional approval for the creation of a twenty-three (23) freehold residential lots, accessed by a condominium laneway from the D'Arcy Street extension, north of Nickerson Drive. See **Schedule "A"** Key Map.

The Subject Lands are designated as "Special Residential Area" in the Town of Cobourg Official Plan (2017), and zoned "Residential 2 Exception 16 Holding [R2-16(H)] Zone", in the Comprehensive Zoning By-law No. 85-2003.

The application provides technical details relating to the development of the subdivision development, which will consist of twenty-three (23) dwelling units, with associated condominium laneway, visitor parking, park space, and underground stormwater storage chambers. See **Schedule "B"** Draft Plan of Subdivision.

The following plans and reports have been submitted in support of the applications:

- Draft Plan of Subdivision, prepared by RFA Planning Consultant Inc., January 2018;
- Development Site Plan, prepared by RFA Planning Consultant Inc., January 2018;

- Draft Plan of Common Elements Condominium, prepared by RFA Planning Consultant Inc., January 2018;
- Detailed Design Drawings, prepared by D.M. Wills Associates Limited, January 2020;
- Landscape and Planting Plans, prepared by Basterfield & Associates Landscape Architects, January 2020;
- Stormwater Management Report, prepared by D.M. Wills Associates Limited, January 2020;
- Sanitary Sewer Design Sheet, prepared by D.M. Wills Associates Limited, January 2020;
- Electrical Drawings, prepared by Berthelot Engineering Ltd., dated January 2020;
- Erosion and Sediment Control Plan, prepared by D.M. Wills Associates Limited, December 2019;
- Soil Investigation Report, prepared by GHD. December 2019.

6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the applications. The Owner has submitted the requisite \$7,650.00 in application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the Special Residential Area policies, as amended by OPA No. 77 and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

Respectfully submitted,

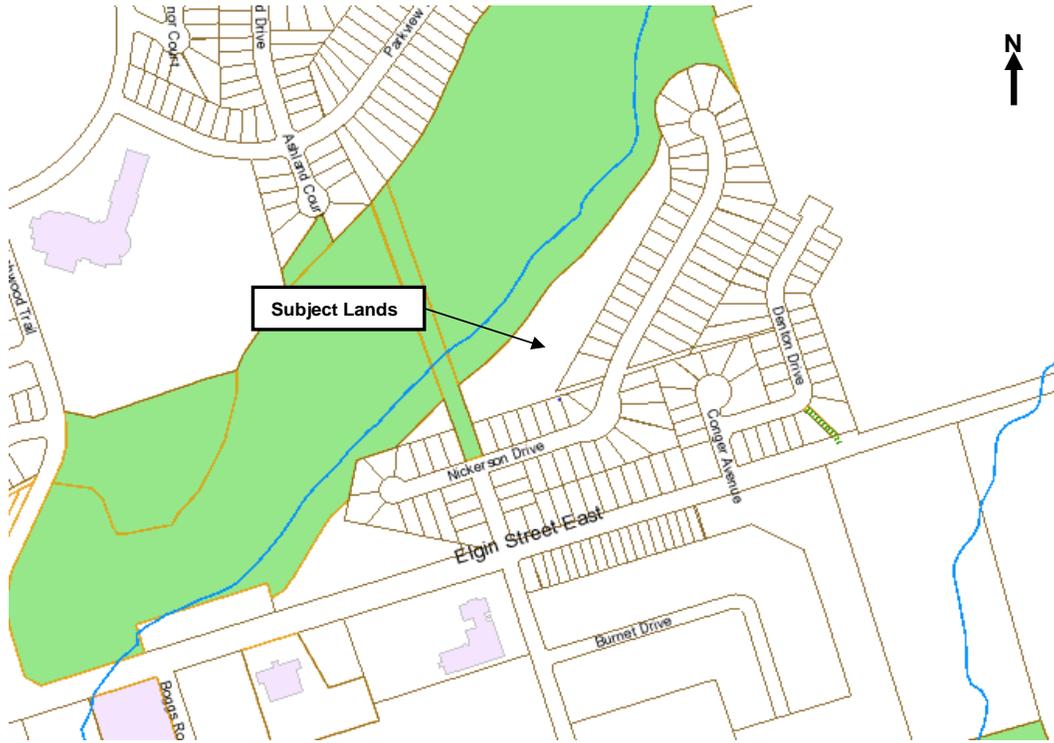
Desta McAdam

Desta McAdam, MCIP, RPP
Senior Planner - Development



Rob Franklin, MCIP, RPP
Manager of Planning Services

SCHEDULE 'A'
KEY MAP



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	February 18, 2020	
TITLE / SUBJECT:	Award of the Kerr Street and Midtown Creek Flood Reduction Pond Contract No. CO-19-28 DPW	
REPORT DATE:	February 6, 2020	File #:

1.0 STRATEGIC PLAN
NA

2.0 PUBLIC ENGAGEMENT
Public information centres were conducted on the following dates:
June 8, 2017
November 29, 2017
January 25, 2018
October 8, 2019

3.0 RECOMMENDATION
THAT Council award the Kerr Street and Midtown Creek Flood Reduction Pond Contract No. CO-19-28 DPW to Behan Construction Limited in the amount of \$6,563,720.91 including non-refundable taxes.

4.0 ORIGIN
Midtown Creek Flood Reduction Pond Capital Project
Kerr Street East (Division Street to D'Arcy Street) Capital Project
Kerr Street West (Division Street east to spur line) Capital Project

5.0 BACKGROUND
The Town has been working with the Ganaraska Region Conservation Authority for several years on the Midtown Creek flood reduction pond that will protect lands and residents north of the railway tracks during a severe storm event. The project will also restore a large section of Midtown Creek to a more habitable condition that has historically been severely degraded.

A small section of Kerr Street will be constructed as part of the pond works and a large culvert will allow Midtown Creek to flow under the road during low flow conditions and will hold back water during severe rain events to prevent flooding downstream up to the 100 year storm event. The road will dead end at the existing spur line and will essentially act as a maintenance road for the pond until such time as Kerr Street is extended through to Ontario Street and William Street. There are no near future plans to extend Kerr Street further to the west.

Kerr Street, between Division and D'Arcy, has also been ongoing for a number of years as per the recommendations of the Transportation Master Plan. However, when the Midtown pond project received Small Community Funding, the priority shifted to design and construct the pond first so that Kerr Street would have a storm sewer outlet. As a result, the finalization of the Kerr Street design and construction was deferred.

Midtown Pond and Kerr west of Division was tendered in March 2019 and received two (2) bids that were far over budget and the project was cancelled. The Midtown Pond design and environmental study costs were beyond what was anticipated primarily due to the Federal Government requiring a Fisheries Authorization which is a substantial amount of work to achieve and requires diligent monitoring and reporting through construction and for three (3) years subsequent to completion.

For the remainder of 2019, Staff worked to more accurately define the scope of work, acquiring the Fisheries Authorization, cutting back on as much construction as possible while also consolidating the pond construction with Kerr Street east of Division in order to attract more contractors for a larger scope of work.

6.0 ANALYSIS

Contract CO-19-28 DPW for the Midtown Pond and both sections of Kerr Street was tendered on January 7, 2020 and closed on January 28, 2020. Four (4) bids were received and reviewed by Staff for completeness and accuracy. The low bid was competitive and approximately the same price as the previous low bid that was received for the Midtown/Kerr project west of Division that was tendered earlier in 2019, indicating that the amalgamation of the three projects has provided a substantial amount of savings for the Town.

The four (4) bids received were as follows:

Bidder	Bid (Excl. Taxes)
Behan Construction Limited	\$6,450,197.43
Eagleson Construction	\$7,136,625.48
Dekeyser Excavating	\$8,638,345.25
EBC Inc.	\$12,225,000.00

The lowest bid received was from Behan Construction Limited, a reputable local company that has conducted a significant amount of similar works in Cobourg.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The total approved budget for all works included in the three (3) capital projects up to and including 2020 is \$6,229,050.50 whereas the total estimated budget through to the end of 2021 is \$6,900,448.56 and is proposed to be funded as follows:

Funding Source	Approved Funding	Proposed Funding	Increase (2021)
Development Charges	\$3,068,000.00	\$3,188,829.25	\$120,829.25
Small Communities Fund (SCF)	\$833,332.50	\$833,332.50	-
Federal Gas Tax	\$660,941.00	\$660,941.00	-
Ontario Community Infrastructure Fund (OCIF)	\$695,339.00	\$695,339.00	-
Sanitary Sewer Reserve	\$8,000.00	\$8,000.00	-
Debentures	\$963,438.00	\$1,514,006.81	\$550,568.81
Total	\$6,229,050.50	\$6,900,448.56	\$671,398.06

Development charges are 80% east of Division Street and only 52.5% west of Division and do not apply to the pond which is where more funds are required.

It is recommended that Council proceed with awarding and constructing the works as the additional estimated costs above the 2020 budget will not be incurred in the 2020 fiscal year. The debenture itself will not be taken out until all costs associated with the project have been sustained which is not expected to be until later in 2021. There are also many provisional items included in the construction contract that may not be required but have been included as a contingency. During the 2021 budget deliberations, Staff will provide an update on the status of the budget for this project.

8.0 CONCLUSION

THAT Council award the Kerr Street and Midtown Creek Flood Reduction Pond Contract No. CO-19-28 DPW to Behan Construction Limited in the amount of \$6,563,720.91 including non-refundable taxes.

9.0 POLICIES AFFECTING THE PROPOSAL

Purchasing Policy

12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	February 18, 2020	
TITLE / SUBJECT:	By-Law to Repeal By-Law 095-2019 regarding the execution of an agreement with BTS Network Inc. to operate extended Accessible Transit Service.	
REPORT DATE:	February 6, 2020	File #:

1.0 STRATEGIC PLAN
NA

2.0 PUBLIC ENGAGEMENT
NA

3.0 RECOMMENDATION
 THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Municipal Clerk to prepare a By-law to repeal By-law 095-2019 being a by-law that authorized the execution an agreement with BTS Network Inc. to operate extended accessible transit service in the Town of Cobourg.

4.0 ORIGIN
 On December 2, 2019 Municipal Council received a report from the Director of Public Works regarding the extension of Wheels Transit Services through the following motion:

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau THAT Council pre-approve a 2020 budget amount of \$40,000 for extended transit services in the Town of Cobourg; and

FURTHER THAT Council endorse a by-law for adoption at a Regular Council Meeting which authorizes the Mayor and Municipal Clerk to execute an agreement with BTS Network to operate extended transit service until July 1, 2020 and continue on a month to month based until December 31, 2020.

466-19

Carried

5.0 BACKGROUND

On December 2, 2019, Council passed a By-Law to enter into an agreement with BTS Network Inc. to continue to provide Wheels Transit Extended Service after conventional transit services had concluded until 11:00 pm, 7 days per week.

6.0 ANALYSIS

Upon offering the Agreement to BTS Network Inc. for execution, BTS Network Inc. declined the offer in writing on December 21, 2019. By-law 095-2019 is therefore no longer in effect and shall be repealed.

The Wheels transit service is operated by Century Transit and runs the same hours as the conventional transit system. The Wheels extended transit is now also operated by Century Transportation until 10:00 pm, Monday to Friday.

A public notice was issued on December 24, 2019 to notify riders of the operational changes, as attached to this report as Appendix 'A'

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

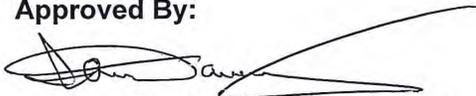
N/A

8.0 CONCLUSION

THAT Council authorize the Municipal Clerk to prepare a By-law to repeal By-law 095-2019.

12.0 AUTHORIZATION/SIGNATURES

Approved By:



Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance

	THE CORPORATION OF THE TOWN OF COBOURG
	SUSTAINABILITY & CLIMATE CHANGE ADVISORY COMMITTEE
TO:	Cobourg Municipal Council
FROM:	Brent Larmer- Municipal Clerk, SCCAC Secretary
MEETING DATE:	February 5, 2020
SUBJECT:	Planning and Development Special Projects.

The following Motion was adopted at the February 5, 2020 Sustainability & Climate Change Advisory Committee (SCCAC) Meeting:

MOVED BY MEMBER VICKERS:

WHEREAS Council declared a Climate Emergency at the Regular Council meeting of December 2, 2019 through Resolution No. 484-19; and

WHEREAS Council established the Sustainability and Climate Change Advisory Committee to provide advice and made recommendations on, among other matters:

- climate change impacts in the Town of Cobourg and ways to adapt to and mitigate these impacts which may include items relating to reducing emissions of greenhouse gases; and
- additional measures to address climate change, including any plans, studies and initiatives related to the environment; and
- matters related to environmental sustainability within the Municipality, having particular regard and commitment to the long terms economic, cultural and social well-being of the community and its stakeholders; and
- other related environmental and climate change matters as referred to the Committee by Council;

AND WHEREAS Cobourg through the Planning and Development Department is working on a number of special projects that will or should contribute to environmental sustainability and climate change matters including mitigating global heating by reducing greenhouse gases (GHG);

NOW THEREFORE BE IT RESOLVED THAT the Sustainability and Climate Change Advisory Committee recommends that Council authorize and request the Planning and Development Department to send the drafts of specific special projects to the Sustainability and Climate Change Advisory Committee (SCCAC) for their review and comment, with the draft(s) that will be submitted to Council being sent to the SCCAC in time to provide the SCCAC at minimum seven (7) working days to review the material and provide comment to the Planning Department for inclusion by the Planning Department in their report to Council on the following special projects:

FURTHER THAT such recommended authorization and request be made at this time to Council for the Sustainability and Climate Change Advisory Committee to provide comment on the following special projects:

- Tannery District Sustainable Master Plan;
- Comprehensive Zoning By-law Review;
- Affordable & Rental Housing CIP; and the
- Green Development Standard that is being developed along with the Integrated Community Sustainability Plan.

CARRIED

 Downtown Cobourg	BOARD of MANGEMENT of the Cobourg DBIA MEMORANDUM
	BOARD of MANAGEMENT of the Cobourg DBIA
TO:	Brent Larmer – Municipal Clerk/Manager of Legislative Services
FROM:	Melissa Graham, Secretary
DATE:	January 13, 2020
SUBJECT:	Filled Board of Management Vacancy

Subject agenda: Filled Board of Management Vacancy

The following motion # DBIA-10-2020 was adopted by the DBIA Board of Management at a regular schedule meeting on January 9th, 2020.

Moved by J. McCuaig: THAT the DBIA Board of Management accept Erika Cotton's application for the vacant board position pending the receipt of the proxy form (or suitable equivalent) from the assessment building owner and the completion of a successful police check.

CARRIED