



The Corporation of the Township of Malahide

A G E N D A

May 4, 2023 – 7:30 p.m.

**Springfield & Area Community Services Building
51221 Ron McNeil Line, Springfield**

**** Note:** At this time, seating capacity is limited and those individuals with matters pertaining to agenda items will be prioritized for in person attendance. The meeting is also streamed live on YouTube and available after for viewing.

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1 (Pages 7-18)**
- (D) Presentations/Delegations/Petitions
 - Presentation – Elgin Group Police Services Board – Reporting on our Progress – Inspector Mark Loucas, Detachment Commander **RES 2 (Pages 19-46)**
 - Presentation – Service Line Warranties – Partnership Overview – Adam Moede **RES 3 (Pages 47-64)**
- (E) Reports of Departments
 - (i) Director of Fire & Emergency Services
 - Emergency Services Activity Report – Quarterly Report (January to March) **RES 4 (Pages 65-71)**
 - (ii) Director of Public Works
 - Tender Results: Guiderail Installation **RES 5 (Pages 72-74)**

- Centreline Painting Contract Extension **RES 6 (Pages 75-77)**
- Request for Improvement – Summers No. 3 Drain **RES 7 (Pages 78-81)**

- (iii) Director of Corporate Services/Treasurer
 - 2022 Cash in Lieu of Parkland **RES 8 (Pages 82-87)**
 - 2022 Development Charges – Treasurer’s Annual Statement **RES 9 (Pages 88-91)**
- (iv) Clerk
 - Municipal Elections Act – Report to Public on Financial Filing Compliance **RES 10 (Pages 92-93)**
 - Records Retention Schedule Update **RES 11 (Page 94)**
- (v) Building/Planning/By-law
- (vi) CAO
 - Malahide Township – Strategic Planning Process 2023-2033 **RES 12 (Pages 95-99)**

(F) Reports of Committees/Outside Boards **RES 13**

- (i) Long Point Region Conservation Authority – Minutes of March 3, 2023 **(Pages 100-106)**
- (ii) East Elgin Community Complex Board of Management **(Pages 107-112)**
 - Minutes of April 26, 2023
 - EECC Board Letter-Principle Statement Reserve Accounts

(G) Correspondence **RES 14**

1. Association of Municipalities of Ontario - Watch File – dated April 20, 2023 and April 27, 2023 **(Pages 2-8)**
2. Regional Municipality of Waterloo – Review of Municipal Election Requirements in relation to Privacy **(Pages 9-10)**
3. MPAC – 2022 Annual Report **(Page 11)**
4. Port Colborne – Changes to the Municipal Heritage Register **(Pages 12-15)**
5. Township of Puslinch – Roadside Litter on Highway 401 **(Page 16)**
6. Township of The Archipelago - Road Management Action on Invasive Phragmites **(Pages 17-18)**
7. Elgin County – Council Highlights –April 25, 2023 **(Pages 19-21)**

(H) Other Business

(I) By-laws **RES 15 (Pages 113-203)**

- (i) By-law No. 23-25 – Robinson Drain
- (ii) By-law No. 23-38 – Records Retention Update

(J) Closed **RES 16-17**

(i) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board relating to an OLT Appeal (Section 239(2)(e)).

(K) Confirmatory By-law **RES 18 (Page 204)**

(L) Adjournment **RES 19**

PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.

1. THAT the minutes of the regular meeting of Council held on April 20, 2023 be adopted as printed and circulated.
2. THAT the presentation received from Inspector Mark Loucas, Detachment Commander for Elgin OPP Services, providing an OPP Annual Report be received.
3. THAT the presentation received from Adam Moede of Service Line Warranties, providing a partnership overview be received.
4. THAT Report No. F-23-03 entitled "Emergency Services Activity Report – Quarterly Report (January to March) be received.
5. THAT Report No. PW-23-29 entitled "Tender Results: Guiderail Installation" be received;

AND THAT the Guiderail Installation contract be awarded to Royal Fence Ltd. of Dorchester, Ontario;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Royal Fence Ltd. of Dorchester, Ontario for the purpose of the supply and installation of Steel Beam Guiderail.

6. THAT Report No. PW-23-31 entitled "Centreline Painting Contract Extension" be received;

AND THAT Township Council authorize the requested price increase to \$6.61 per litre of centreline painting as detailed in the multi-year centreline painting contract.

AND THAT Staff proceed with maintenance activity direction through Option _____ described within this staff report.

7. THAT Report No. PW-23-30 entitled "Request for Improvement – Summers No. 3 Drain" be received;

AND THAT Council proceed with this matter and appoint George Vereyken, P. Eng., of Spriet Associates, to prepare an Engineer's Report for this petition pursuant to *Section 78 of the Drainage Act R.S.O. 1990.*

8. THAT Report No. FIN 23-08 titled "2022 Cash in Lieu of Parkland" be received.

9. THAT Report No. FIN 23-09 entitled “2022 Development Charges – Treasurer’s Annual Statement” be received for information.
10. THAT Report No. CLERK-23-04 entitled “Municipal Elections Act – Report to Public on Financial Filing Compliance” be received for information.
11. THAT Report No. CLERK-23-03 entitled “Records Retention Schedule Update” be received;
AND THAT By-law No. 23-38 as it prescribes to retention periods for documents and records to be kept be approved.
12. THAT Report No. CAO-23-08 prepared by the Mayor and CAO and entitled “Malahide Township – Strategic Planning Process 2023-2033” be received;
AND THAT Council direct the Mayor and CAO to proceed accordingly and as detailed in the Report with the 2023-2033 Strategic Planning Process.
13. THAT the following Reports of Committees/Outside Boards be noted and filed:
 - (i) Long Point Region Conservation Authority – Minutes of March 3, 2023
 - (ii) East Elgin Community Complex Board of Management
 - Minutes of April 26, 2023
 - EECC Board Letter-Principle Statement Reserve Accounts
14. THAT the following correspondence be noted and filed:
 1. Association of Municipalities of Ontario - Watch File – dated April 20, 2023 and April 27, 2023 **(Pages 2-8)**
 2. Regional Municipality of Waterloo – Review of Municipal Election Requirements in relation to Privacy **(Pages 9-10)**
 3. MPAC – 2022 Annual Report **(Page 11)**
 4. Port Colborne – Changes to the Municipal Heritage Register **(Pages 12-15)**
 5. Township of Puslinch – Roadside Litter on Highway 401 **(Page 16)**
 6. Township of The Archipelago - Road Management Action on Invasive Phragmites **(Pages 17-18)**
 7. Elgin County – Council Highlights –April 25, 2023 **(Pages 19-21)**
15. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:
 - (i) By-law No. 23-25 – Robinson Drain
 - (ii) By-law No. 23-38 – Records Retention Update

16. THAT Council move into Closed Session at _____ p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

(i) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board relating to an OLT Appeal (Section 239(2) (e)).

17. THAT Council move out of Closed Session and reconvene at _____ p.m. in order to continue with its deliberations.

18. By-law No.23-38, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

19. THAT the Council adjourn its meeting at _____ p.m. to meet again on May 18, 2023, at 7:30 p.m.

DRAFT

The Corporation of the Township of Malahide**April 20, 2023 – 7:30p.m.**Virtual Meeting - <https://youtu.be/wVYtw22xs0E>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. Seating capacity is limited and those individuals with matters pertaining to agenda items were prioritized for in person attendance. The following were present:

Council: Mayor D. Giguère, Councillor S. Leitch, Councillor J. Wilson, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Finance A. Boylan, and Director of Fire & Emergency Services J. Spoor

Via Zoom: Deputy Mayor M. Widner and Director of Public Works M. Sweetland

Absent: Councillor R. Cerna

Also Present: George Vereyken, Spriet & Associate Engineers and Eric Steele, Monteith Brown Planning Consultants

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:30p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items D– Robinson Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

MINUTES:**No. 23-173****Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT the minutes of the regular meeting of Council held on April 6, 2023 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

- Presentation – Elgin County 2023 Update – Elgin County Warden Ed Ketchabaw and CAO Elgin County Julie Gonyou

The Elgin County 2023 Update presentation was cancelled due to illness and will be rescheduled.

- Court of Revision- Robinson Drain, relating to parts of Lot 2, Concession 9, Township of Malahide

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items D– Robinson Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

No. 23-174

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Council does hereby appoint the following members to sit on the Court of Revision for the Robinson Drain:

**Mayor Dominique Giguère
Councillor Sarah Leitch
Councillor John H. Wilson**

Carried

No. 23-175

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision for the Robinson Drain be called to order at 7:35 p.m.

AND THAT Dominique Giguère be appointed Chair.

Carried

Chair Giguère asked the drainage engineer to briefly outline the nature of the proposed drainage works and the related assessment schedule. Drainage Engineer George Vereyken provided an overview of the Robinson Drain.

No written comments/objections were received.

Chair Giguère inquired if anyone in attendance wished to make any comments or ask any questions concerning the proposed assessment schedule and there were none.

Chair Giguère asked if any members of the Court of Revision or members of the public had any comments, questions or required any clarification from the engineer and there were none.

Chair Giguère stated that the next steps of the Court of Revision is for members to consider a resolution to either confirm the rates presented by the engineer or amend the assessments.

Drainage Engineer George Vereyken explained the appeal process if warranted.

No. 23-176

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Court of Revision members for the Robinson Drain do hereby accept the recommendations of Drainage Engineer George Vereyken; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated February 16, 2023.

Carried

No. 23-177

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision relating to the Robinson Drain be adjourned and the Council Meeting reconvene at 7:38p.m.

Carried

Deputy Mayor Widner returned to his seat at the Council table.

- Public Hearing - Minor Variance Application – Agent Mark Eggleston (owner Daniel Vantuyckom), relating to property at Plan 55 Pt Lot 6 E/S Water, municipally known as 3246 Colin Street

No. 23-178

Moved By: Chester Glinski

Seconded By: Scott Lewis

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:39p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.

Carried

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by Mark Eggleston on behalf of owner Daniel Vantuyckom, relating to property at Plan 55 Pt Lot 6 E/S Water, municipally known as 3246 Colin Street.

Chair Giguère requested that CAO Betteridge provide an overview of the application.

Chair Giguère asked if any comments were received and the Clerk advised there no comments received.

Chair Giguère asked if any person in attendance wished to make any comments and there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Leitch noted that although they have followed the four tests of a variance a review by both municipal and Catfish Creek Conservation Authority (CCCA) staff as to the policies of re-development in the flood plain would be recommended.

Councillor Wilson stated that the design of the structure is ideal for the location.

Wayne Huber, property owner of 3268 Colin Street, inquired as to why when he put an addition on in previous years they couldn't get closer to the lot line than 2 metres but this is going to be built closer. He also had concerns about the blocks that are being removed and how this might hinder with ice and flood situations. He also mentioned why the building was approved ahead of time and now asking for these easements. CAO Betteridge noted there had been an existing dwelling already and if had been a vacant lot it would be difficult to seek these approvals. The property owner had been advised through previous administration that they could redo the dwelling. He noted that the property is challenging and that relief would need to be sought. Prior direction was that if they didn't go bigger, they could build, but what was missed was the assumption that lot coverage was anything touching the ground and anything not touching didn't contribute. Although this isn't the case, the previous dwelling already exceeded the lot coverage and this small increase brings an improvement both structurally and that it's elevated above the ground.

Mr. Huber inquired why the garage was not left as a carport as the structure being closed in could be an obstruction to ice. CAO Betteridge noted this was a building code question and not related to the minor variance but the portion of the structure enclosed was a lot less than it was previously. Mayor Giguère confirmed that the question of the blocks was related to the building process. CAO Betteridge confirmed this noting that the question could be directed to CCCA for further comments and not part of this process.

In relation to some flood mitigation statements made, Daniel Vantuyckom, property owner of 3246 Colin Street, stated that there was 100 feet of weave fencing at different areas around the structure and that nothing was going through it as it was always 100% blocked.

Mayor Giguère reiterated that the design is not being considered tonight but rather the variance is related to lot coverage. CAO Betteridge confirmed this was correct and that if this structure didn't require relief the design and elevation would not be in question for the

public to discuss. If there are concerns of flood mitigation those questions can be directed to CCCA.

CAO Betteridge clarified a concern that a member of the audience brought forth while speaking with other members of the audience regarding previous applications for this property that didn't require a hearing

In his clarification, CAO Betteridge stated to his knowledge there were no previous minor variance applications for this property but that there are instances when there are older structures that may pre-exist zoning regulations and they are considered legal non-conforming structures that were established prior to the zoning by-law and this is likely the case for this property.

Councillor Lewis clarified that the variance is required only because of the square footage of the deck and the distance from the property line. CAO Betteridge stated that was correct.

No. 23-179

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT Report No. DS-23-10 entitled "Minor Variance Application No. D13-MV-01-23 of Dan Vantuyckom" and affecting lands described as Part of Lot 6, Reg. Plan 55 in the Township of Malahide (3246 Colin Street, Port Bruce) be received;

AND THAT the Committee of Adjustment APPROVE Application No. D13-MV-01-23 to permit relief from the:

- a) **Maximum Lot Coverage requirement of 30%; and,**
- b) **Minimum Side Yard requirement of 2 metres,**

in order to construct a new single-detached dwelling on the subject property comprising a total lot coverage of 42.5% and a northerly side yard of 0.76 metres;

AND THAT the approval shall be subject to the following condition:

- 1) **That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.**

Carried

No. 23-180

Moved By: Chester Glinski

Seconded By: Scott Lewis

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 8:04p.m.

Carried

- Public Meeting – Official Plan Amendment Application & Zoning By-law Amendment Application –Applicant/Agent Mathew Campbell c/o Zelinka Priamo Ltd. (owner Paul Wagler) relating to property Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, Concession North of Talbot Road (9600 Walker Road)

No. 23-181**Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT the Public Meeting relating to Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road be called to order at 8:05p.m.

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the official plan designation and zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on March 29th and April 5th. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the applications.

Mayor Giguère asked if the applicant or agent had anything to add. Mr. Campbell, the applicant, stated he didn't have anything to add to the comprehensive review Mr. Steele had provided but would answer any questions if there were any.

Mayor Giguère asked if any members wished to make comments regarding the application. Councillor Wilson and Councillor Lewis commended the proposal and the industrial opportunity for the Township.

No. 23-182**Moved By: Mark Widner****Seconded By: Chester Glinski**

THAT the Public Meeting relating to Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28,

Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road be adjourned and the Council reconvene at 8:13p.m

Carried

No. 23-183

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Report No. DS-23-11 entitled “Official Plan and Zoning By-law Amendment Application of Paul Wagler” be received;

AND THAT the Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road, BE APPROVED for the reasons set out in this Report.

Carried

REPORTS OF DEPARTMENTS:

Director of Public Works

- Public Works Quarter 1 Activity Report

No. 23-184

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Report No. PW-23-26 entitled “Public Works Quarter 1 Activity Report” be received.

Carried

- Tender Results: Supply and Placement of Road Granulars

No. 23-185

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. PW-23-25, entitled “Tender Results: Supply and Placement of Road Granulars” be received;

AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to C.R. Chittick Construction Ltd. of Thorndale, Ontario in the amount of \$385,890.00 (plus HST);

AND THAT the Mayor and Clerk be authorized to enter into an agreement with C.R. Chittick Construction Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.

Carried

- Pressey Line Reconstruction – Phase 3 Options

No. 23-186

Moved By: John H. Wilson

Seconded By: Chester Glinski

THAT Report No. PW-23-19 entitled “Pressey Line Reconstruction – Phase 3 Options” be received;

AND THAT the staff be directed to proceed with construction Option No.1 for a 7-meter-wide road with no curb and gutter.

Carried

- Temperance Line 2023 Maintenance

No. 23-187

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. PW-23-27 entitled “Temperance Line 2023 Maintenance” be received;

AND THAT Staff proceed with maintenance activity direction through Option 3 described within this staff report.

Carried

Director of Corporate Services/Treasurer

-2023 Budget Approval

No. 23-188

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. FIN 23-07 titled “2023 Budget Approval” be received for information;

AND THAT By-law 23-26 authorizing the adoption of the 2023 Budget be approved;

AND THAT approval of the East Elgin Community Complex’s annual budget shall require an explicit resolution of Council which is extraneous to the Township’s own budget approval process.

Carried

- 2023 Tax Rates

No. 23-189

Moved By: Chester Glinski

Seconded By: Scott Lewis

THAT Report No. FIN 23-08 titled “2023 Tax Rates” be received for information.

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS:

No. 23-190

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT the following Reports of Committees/Outside Boards be noted and filed:

- (i) Township of Malahide - Fleet Management Advisory Committee Minutes of April 12, 2023**
- (ii) Long Point Region Conservation Authority
- General Manager/Secretary-Treasurer Letter
–2022 LPRCA Annual Report & 2022 LPRCA Audited Financial Statements**
- (iii) East Elgin Community Complex Board of Management–Minutes of March 22, 2023**

Carried

- East Elgin Community Complex Board of Management - EECC Board letter regarding the 2023 Operating and Capital Budget Final Approval

No. 23-191

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT the Council of the Township of Malahide receive the EECC Board letter regarding the 2023 Operating and Capital Budget Final Approval;

AND THAT the Council of the Township of Malahide endorse and approve the 2023 Operational Budget in the total amount of \$599,762 (\$299,881 per municipal partner)

AND THAT the Council of the Township of Malahide endorse and approve the 2023 Capital Budget in the total amount of \$353,000 (\$176,500 per municipal partner).

Carried

CORRESPONDENCE:

No. 23-192

Moved By: Chester Glinski

Seconded By: Mark Widner

THAT the following correspondence items be noted and filed:

- 1. Association of Municipalities of Ontario - Watch File – dated April 6, 2023 and April 13, 2023**
- 2. Elgin County – Malahide Township Request to Extend Reduced Speed Zone – Lyons Line**
- 3. Elgin County – 2022 Library Performance**
- 4. Elgin County – Council Highlights – March 28,2023 and April 11, 2023**
- 5. Ministry of Natural Resources and Forestry – Proposed changes to the OGSRA**

Carried

OTHER BUSINESS:

- Town of Aylmer - Request for Participation Bike Rodeo and Touch a Truck Event

No. 23-193

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT Township of Malahide Council authorizes the participation of Public Works staff in the “Gear Up for Safety – Bike Rodeo and Touch a Truck Event” being held on June 10, 2023 at the East Elgin Community Complex.

Carried

- Safety Concerns - Request for guardrails on Imperial Road, Port Bruce – Councillor Lewis

No. 23-194

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT Township of Malahide Council request Elgin County Council to consider requirements for guiderail placement on the Northwest side of Imperial Road at Rush Creek Line.

Carried

BY-LAWS:

No. 23-195

Moved By: Scott Lewis

Seconded By: Chester Glinski

That the following by-laws be considered read a first, second and third reading and properly signed and sealed:

- **By-law No. 23-26 – 2023 Budget**
- **By-law No. 23-35 - 2023 Tax Rates and Levies**
- **By-law No. 23-36-Official Plan Amendment No. 21**
- **By-law No.23-12 – Sparta Line Drain No.1**
- **By-law No. 23-13 – Sparta Line Drain No.2**

Carried

CLOSED:

No. 23-196

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Council move into Closed Session at 9:05p.m., pursuant to Section 239(2)(b), consideration will be given to items pertaining to personal matters about an identifiable individual, including municipal or local board employees with respect to an identifiable individual matter.

Carried

No. 23-197

**Moved By: Scott Lewis
Seconded By: Chester Glinski**

THAT Council move out of Closed Session and reconvene at 9:38p.m. in order to continue with its deliberations.

Carried

**No. 23-198
Moved By: Sarah Leitch
Seconded By: Chester Glinski**

THAT Malahide Council provided direction regarding personal matters about an identifiable individual, including municipal or local board employees with respect to an identifiable individual matter.

Carried

CONFIRMATORY:

**No. 23-199
Moved By: John H. Wilson
Seconded By: Sarah Leitch**

THAT By-law No.23-37, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

**No. 23-200
Moved By: Mark Widner
Seconded By: Chester Glinski**

THAT the Council adjourn its meeting at 9.40p.m. to meet again on May 4, 2023, at 7:30 p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams

Elgin Group Police Services Board

Reporting On Our Progress



SPRING 2023

Inspector Mark Loucas, Detachment Commander

David Jenkins, PSB Chair

Carolyn Krahn, PSB Secretary-Administrator

Agenda

Part 1: Detachment
Update from Inspector
Mark Loucas

Part 2: Elgin County OPP
2022 Annual Report

Part 3: Police Services
Board Update

Elgin Group Police Services Board



Update from Inspector Loucas

Elgin Group Police Services Board

Elgin County OPP 2022 Annual Report

Crime Prevention

.....
Crime Management Plan

Community Street Crimes Unit

Intelligence Led Policing

Increased Traffic and Public Safety on Roadways, Waterways and Trails

.....
Traffic Management Strategy

ATV/Marine Patrols

Traffic Management Unit

Enhanced Relationships with Local Municipalities, Policing Partners and Local Community Supports

.....
Community Policing Committees

Community Mobilization and Engagement

Community Safety Officer/Media Officer

Elgin Group Police Services Board

PSB Update

2023 Police Services Board

David Jenkins, Chair

Provincial Appointee

Trudy Kanellis, Vice-Chair

Provincial Appointee

Dominique Giguère

Municipal Appointee, Eastern Elgin

Andrew Sloan

Municipal Appointee, Central Elgin

Ida McCallum

Community Representative, Western Elgin

Carolyn Krahn

Secretary-Administrator

Elgin Group Police Services Board

PSB Update

Community Safety and
Policing Act (CSPA)

Policing in Ontario is governed by the Police Services Act (PSA) and its regulations. Under the PSA, municipalities must have a board to contract with the Ontario Provincial Police (OPP) to receive policing services.

Police services boards oversee how policing is provided in the local community. They contribute to their community's safety and well-being by working with local citizens and organizations to ensure their communities receive the appropriate policing they need.

In March 2019, Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68) and established the Community Safety and Policing Act, 2019 (CSPA) which, once in force, will repeal the Police Services Act, 1990 (PSA).

Elgin Group Police Services Board

PSB Update

Community Safety and
Policing Act (CSPA)

Under the CSPA:

Section 10 (OPP) Agreements will be terminated and Section 10 (OPP) Boards will be dissolved.

Section 10 municipalities were required to submit a proposal indicating the preferred composition for their new OPP detachment boards.

On behalf of the participating municipalities, the Secretary-Administrator submitted an application for status quo board composition in June 2021:

- one (1) elected representative appointed by resolution from Eastern Elgin, alternating every three (3) years between the Township of Malahide and the Municipality of Bayham;
- one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a three (3) year term;
- one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich, and the Municipality of West Elgin for a three (3) year term; and
- two (2) persons appointed by the Lieutenant Governor in Council.

Next Steps

1 Ministry Approval of Board Composition

2 Establish New OPP Board

3 Review Board Member Compensation

4 Establish Board Budget

Elgin Group Police Services Board

Feedback

- We want to hear from you!

Elgin County OPP 2022 Annual Report



“Committed to public safety, delivering proactive and innovative policing in partnership with our communities”



**Elgin Group
Police Services Board**

**Chair: Sally Martyn
Ida McCallum
Trudy Kanellis
Dan Froese
Dave Jenkins
CAO: Julie Gonyou**

Our Elgin Group Police Services Board is extremely appreciative of how responsive our members have been responding to traffic complaints and all of the diverse calls for service within Elgin County during this busy year. Chair Sally Martyn transitioned out of her role as chair of the Police Services Board at the end of 2022, and we wish to thank her for the support and dedication she demonstrated towards enhancing community safety in Elgin County.

I am very pleased to be your Detachment Commander and on behalf of each of you, the dedicated officers and staff of the Elgin County OPP Detachment, it gives me great pleasure to present the 2022 Annual Report. This report will showcase the high level of commitment that the Elgin County OPP has brought to all municipalities within Elgin County.

Detachment Commander



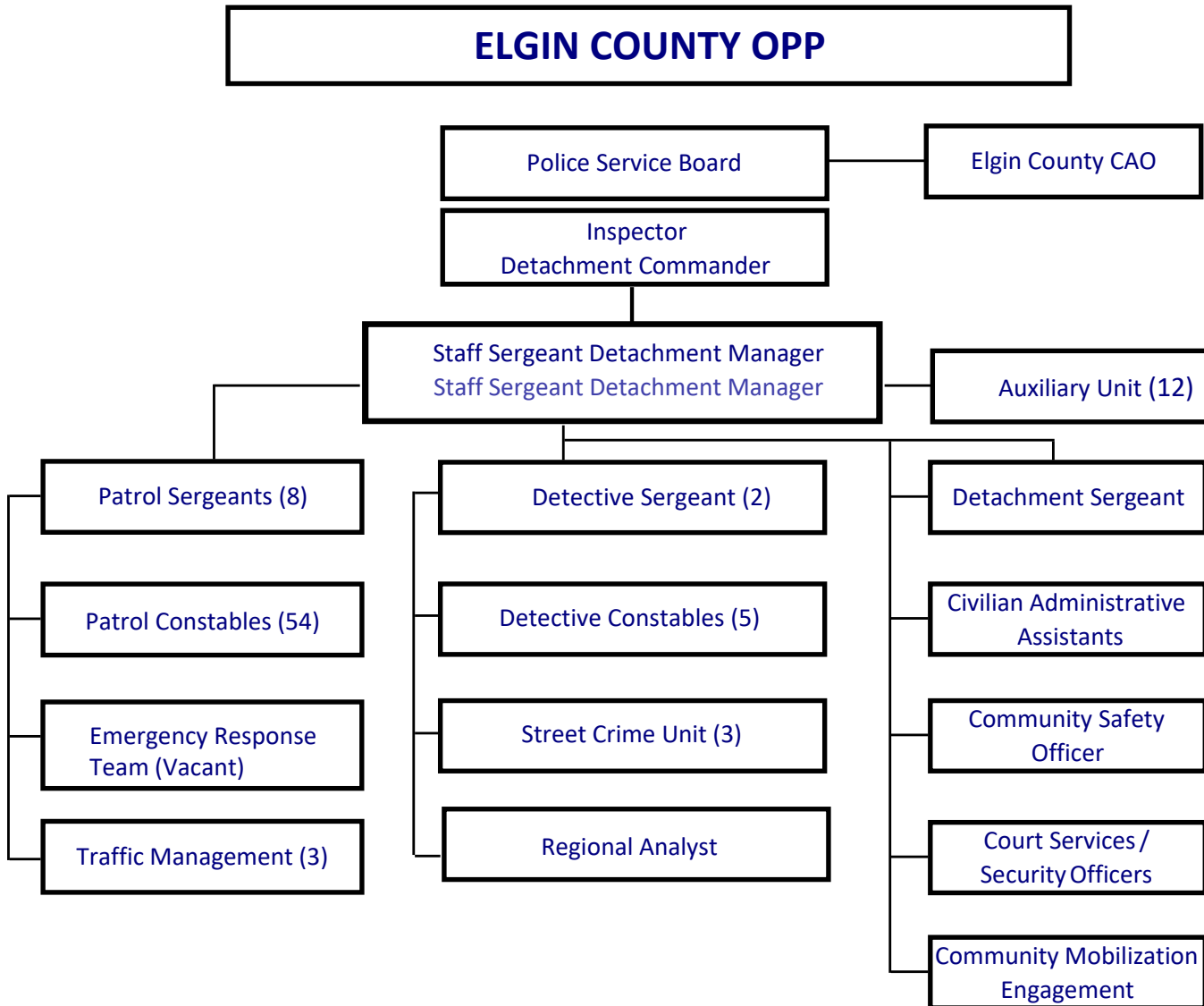
Inspector Mark Loucas

Elgin officers and administrative staff have worked in partnership with numerous stakeholders, partners, community groups, and services throughout the year to help us achieve our organizational commitments. Several significant, provincial protests created unique and unprecedented challenges which caused us to reflect and adjust how we conducted daily operations. Additionally, the completion of the amalgamation between the Chatham-Kent and Elgin Detachments has further strengthened our operational capacity and has significantly improved the availability of resources and equipment.

In 2022, our policing priorities were focused on achieving the key commitments from our 2020-2022 Detachment Action Plan, which included crime prevention, increased traffic and public safety on our roadways, waterways, and trails, and enhanced relationships with our municipalities, policing partners, and local community supports/resources. As we prepare our 2023 Detachment Action Plan, we will build upon our past successes while incorporating organizational commitments with local community priorities to reflect a responsive and inclusive service delivery model.



Organization



Elgin County OPP Detachment staffing numbers increased in 2022 as a result of an amalgamation with the Chatham-Kent OPP Detachment. Further, the anticipated results from the Provincial Service Delivery Model are extremely positive and will result in increased staffing for our detachment. The final results will be shared once they are officially released.



Elgin County Auxiliary Unit 2022 Year in Review

The Elgin Auxiliary Unit has an operational capacity of 14 members. Since March 16, 2020, the majority of members within the OPP Auxiliary Program were stood down from active duty, while the organization addressed COVID-19 restrictions. On June 8, 2020, the Auxiliary program began implementing a three-phased approach for its members to begin returning to active duty. Due to the resurgence of COVID 19 member's attendance and assistance was limited. Several members were successful in achieving full-time status and others departed the program for personal reasons. A plan to actively recruit members to the unit commenced in late December and will continue into the new year.



PC Alexandria CULLEN was presented with the Keirstead Award for Outstanding contributions to the OPP Auxiliary Program. (Pictured with Insp LOUCAS and PC WIEBE)



Business Planning



2020 - 2022 Action Plan

Our Annual Business Plan has been changed to a three-year Action Plan to coincide with the new OPP three-year Strategic Plan. Our 2020 - 2022 Action Plan priorities as identified with community and Police Service Board consultation are:

1. Crime

- To prevent and investigate property crime.
- Continued support and engagement in the intelligence-led policing-crime abatement strategy. (ILP-CAS).
- Work in collaboration with local community resources/groups to facilitate a trusted and victim-centered approach in our processes, policies, and programs.

2. Traffic

- Concentrating on “The Big Four” causal factors of fatal, personal injury, and property damage collisions which include: impaired driving, speeding/aggressive driving, inattentive/distracted driving, and seat belt use.
- To sustain a continuous and year-round focus on the causal factors of motorized vehicle collisions on our roadways, waterways, and trails.

3. Other

- Streamline collision reporting through the implementation of a Detachment Collision Reporting Centre (CRC).
- Identify and implement co-response options such as our Mental Crisis Response Team (MCRT) for non-police-related demands for service.
- Develop and finalize a transfer of care protocol with the St. Thomas Elgin General Hospital (STEGH).

Crime Management Plan

Elgin County Detachment has a comprehensive Crime Management Plan that is administered through the leadership of Regional Detective Sergeant Victoria Loucks. The Crime Unit includes five detectives assigned to major case investigations and three detectives assigned to the Community Street Crime Unit (CSCU). The CSCU is responsible for investigating property crimes and drug investigations. The Domestic Violence Investigator position was vacated in 2022 and a process is being established to replace this member.

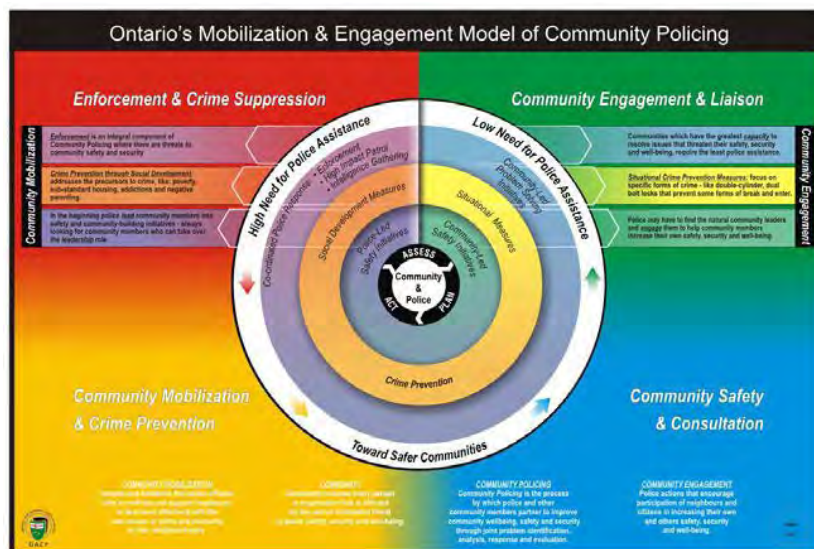
The Crime Unit is responsible for oversight and investigation of all serious crimes that occur in our detachment area. The foundation of the plan supports the OPP Results Driven Policing methodology and focuses on public safety through crime prevention and investigative excellence.

Traffic Management Strategy

Elgin County Detachment has developed a Traffic Management Strategy with a goal of reducing motor vehicle collisions, specifically those that result in injury and death. Our focus in 2022 continued to be enforcement and education around aggressive driving, impaired driving, seat belt use, and distracted driving. These four driving habits are within complete control of the driver and together can have the largest impact on road safety. Elgin County Detachment continues to employ a Traffic Management Unit (TMU) responsible for enhanced traffic enforcement within Elgin County. Our TMU is dedicated to responding to community-identified traffic issues as well as issues identified through analysis by our Regional Analyst and the Focused Patrol Program. The unit continues to utilize speed measuring devices to capture data and coordinate responses to traffic concerns.

Community Policing Committees

Elgin County OPP is very fortunate to have a strong, well-established network of Community Policing Committees to represent the municipalities we serve. We work in partnership with our committees to identify and resolve issues of crime and traffic concerns that are identified by the community. Additionally, our committee members volunteer countless hours of their time to support many community initiatives; particularly those that assist children, the elderly, and vulnerable groups. Elgin County has Community Policing Committees located in West Elgin, Southwold, Dutton- Dunwich, Port Stanley, Belmont, Malahide, and Bayham. Elgin County OPP is very appreciative of the hard work all of our committees do to support their community and the OPP. Although hampered by the COVID-19 pandemic, we continue to liaise with our committees using the Ontario Mobilization & Engagement Model of Community Policing. Additionally, all of our committees are now using the model as a guide to assist them in setting priorities and objectives.



Community Mobilization and Engagement

What is Community Mobilization and Engagement?

Elgin County OPP follows Ontario's Community Mobilization and Engagement Model of Community Policing. Prevention and early intervention by collaboratively working with community partners have proven effective in providing the greatest impact and lasting solutions for crime reduction and preventing victimization. Building strong relationships with community residents and stakeholders remains an effective and efficient method of preventing crime and increasing the quality of life for the residents of Elgin County.

This approach allows for more flexibility in addressing policing needs and priorities at the local level, by involving community residents in efforts to improve the overall quality of life in their communities. Community mobilization and engagement also allows for a fundamental shift in police work from the traditional response to calls for service towards a more holistic approach that builds upon localized community capacity to address the risk factors associated with crime and victimization. The goal of engaging the community is to move from police-led initiatives to community-led initiatives that contribute to the safety of all.

The following Community Mobilization Projects remain a priority for Elgin County OPP:

- Elgin Community Drug and Alcohol Strategy Development
- Elder Abuse Prevention
- Mental Health and Crisis Response Team
- Police and Hospital Transition Framework
- Senior Frauds/Scams
- Rapid Response Working Group – Alzheimer's Society

Elgin County Drug and Alcohol Strategy

Based on community concerns, in 2018 the Elgin Situation Table identified a need for a comprehensive drug and alcohol strategy within our community. A dedicated workgroup/task force was formed with the primary focus of developing a collaborative plan based on a “Four Pillars” approach of prevention, treatment, harm reduction, and justice. **The mission:** Create, implement, and evaluate a comprehensive drug and alcohol strategy that meets the needs of our community based on the pillars of prevention, treatment, harm reduction, and justice. **The vision:** A safe and healthy Community in Elgin County without the negative impacts of drugs and alcohol.

The workgroup has worked hard to continue to develop a community-based Drug and Alcohol Strategy, while navigating the challenges of the pandemic.



Community Safety Officer / Media Officer

Constable Brett PHAIR was identified as our Community Safety Officer (CSO) and media officer in 2022 and has continued to achieve successes with strengthening connections with community stakeholders, schools, and media partners.



P/C PHAIR continued to work with our media partners within the County and surrounding area which has facilitated greater messaging for our communities regarding public safety, crime trends, and traffic issues.

P/C PHAIR often provides reporting on regional issues for mainstream media at the request of West Region Headquarters.

Social media continues to be a priority for P/C PHAIR which enables our communities to be instantly connected to investigations and police activities within their specific communities.

SPECIAL PROJECTS

ATV Patrols



Marine Patrols



Enhanced visibility on our roadways, waterways, and trails remains a priority for Elgin County OPP members.

ATV Patrols

37

In recent years, Elgin County has experienced growth in rural trail usage with the establishment of the Talbot Trail ATV Club (TTAC). The TTAC have worked with several private property owners to establish over 100 kms of well-maintained ATV trails within Elgin County. As a result, ATV patrols along our county trails in response to community concerns has resulted in positive, community feedback regarding the enhanced OPP visibility and enforcement along our county trails. In 2022, Elgin County OPP received support in the acquisition of 2 ATV's dedicated to patrol the trails and be utilized during community events.

Marine Unit

Elgin County OPP marine members recorded over 156 hours of patrol during the 2022 season while responding to 65 calls for service. The marine unit is responsible for approximately 450 square kilometers of Lake Erie and covers approximately 220 kms of shoreline along the north shore of the Lake. Enhanced visibility along Lake Erie remains a priority for our marine operators to ensure the safety of community residents, swimmers, and boaters who enjoy our popular beaches including Port Glasgow, Port Stanley, Port Bruce, and Port Burwell along with Rondeau and Erieanu.

Through amalgamation, Elgin County OPP further conducts patrols and responds to calls for service along the shore of Lake Erie through to Essex County as well as Lake St. Clair and the Detroit River.



Community Street Crimes Unit

The Elgin/Middlesex Community Street Crimes Unit (CSCU) have been extremely successful in 2022. The CSCU investigated 146 occurrences, executed 133 judicial warrants, charged 104 persons, and laid 675 charges. CSCU investigations required countless hours of investigative expertise from our members to maintain the safety and security of our community residents and business owners.

Possess Stolen Property, Weapons – Number of charges: 16

Seized Items:

- 2022 GMC Sierra Denali pickup
- Polaris side by side
- 5 Assorted Milwaukee hand tools (impact driver, reciprocating saw, angle grinder, circular saw, work light)
- 2 Stolen licence plates
- 12ga pump action shotgun
- 4 Windows from an unknown job site
- 2 Apple iPhones

Oxford CSCU began investigating a suspect for the theft of multiple high end motor vehicles valued at over half a million dollars. On April 19, 2022, a pickup truck, that was later determined to be stolen, attended a gas station, filled up and drove off. The Elgin/Middlesex CSCU located the vehicle and the suspect was positively identified. After multiple attempts, the suspect was located and arrested. A subsequent search of the stolen vehicle yielded a black 12ga pump action shotgun as well as the keys to the stolen Polaris side-by-side and the tools stolen from the Oxford B&E (total value \$93,900).

Shoplifting: Number of charges: 11

Seized Items: • 75 grams Cocaine

- 3 vials Hydromorphone (2 microgram injection vials)
- Remington 12ga pump action shotgun (barrel cut down)
- x4 12ga shotgun shells from above gun (loaded in magazine tube)
- .762 rifle round
- 1 pill Dilaudid – 8mg
- Guns parts (sawed off barrel, stock, handle)
- x6 Spent/used 12ga shotgun shells
- Drug packaging material

On September 23, 2022, Huron OPP responded to a shoplifting/theft call. A male, later identified, stole a .22 cal Savage magazine from the store. Prior to the theft, the male had a conversation with store staff and made comments about having an SKS rifle and a large amount of ammunition. Huron OPP investigated and subsequently put out an officer safety BOLO. On September 26, 2022, the male returned to the store and staff contacted the OPP. The male was arrested and charged. Elgin/Middlesex CSCU and Huron/Perth CSCU became involved and authored a Section 487.1 Telewarrant to Search. On September 26, 2022, members of the Elgin/Middlesex CSCU and Huron/Perth CSCU executed the search warrant. Police located a loaded, sawed off 12ga shotgun, with four shells in the magazine tube and serial number obliterated. Spent shells, other gun parts were also located. Police seized 75gms of cocaine along with other indicia of drug trafficking (total value \$8,764).



Possess Stolen Property: Number of charges: 4

Seized Items:

- 2019 Hyundai Tucson
- 28 Vicodin (Hydrocodone)
- 6gms Fentanyl
- 5.6gms Methamphetamine
- Makita 2 Tool Driver Set
- Milwaukee ½" Drill
- Segway Ninebot (battery powered scooters)
- Ryobi 18V Battery
- Milwaukee Shockwave Bit Set
- Dewalt 20V Battery/Charger
- Nike Air Jordan Shoes
- Break and Enter Tools

Elgin and Middlesex Counties experienced a surge in Break and Enters to car dealerships and auto service stations in 2022. On August 30, 2022, CSCU members located a stolen vehicle that was involved in previous break and enters. The suspect and another male were observed leaving the property and walking towards the stolen vehicle. CSCU intercepted both males and arrested them. The second male turned out to be the individual who was the subject of a previous search warrant executed by CSCU. Quantities of fentanyl and methamphetamine were located on the suspect along with the keys to the stolen vehicle. Members of Elgin/Middlesex CSCU and Oxford CSCU executed the search warrant resulting in police locating stolen property that assisted in solving thefts and break and enters in the area (approx. value \$33,195).



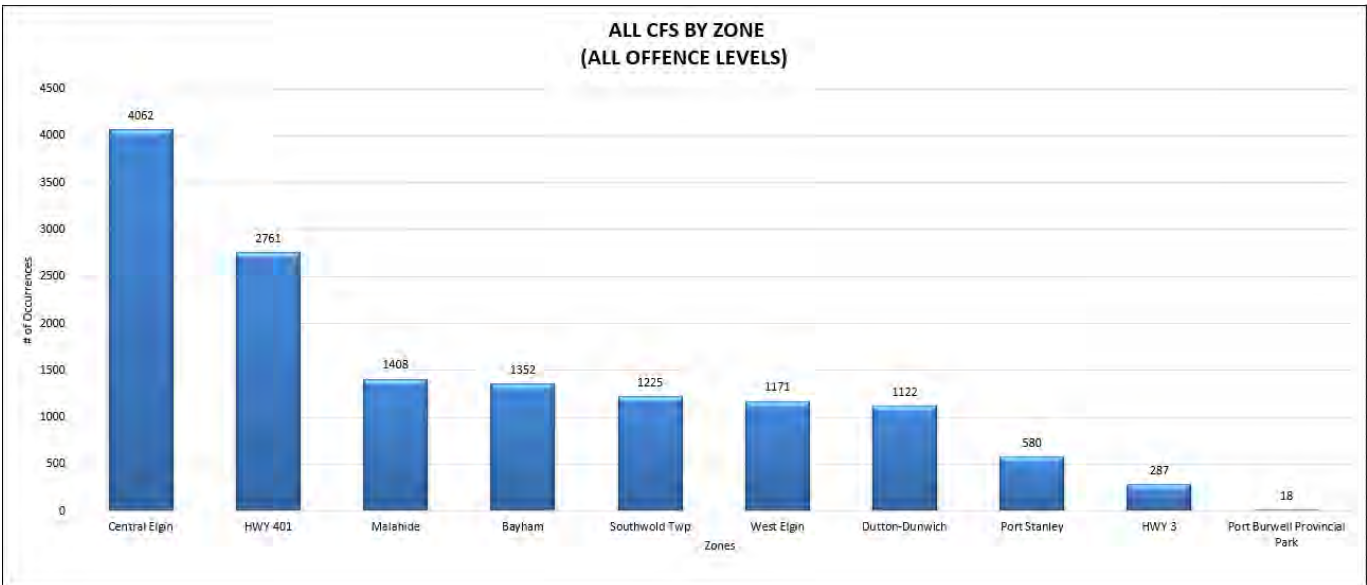
Detachment Statistics



All Calls for Service 2018-2022



All Calls for Service by Zone - 2022



Traffic Safety



The safety of motorists on Elgin County roads has always remained a priority for Elgin Detachment. Our Traffic Management Team (TMU) is dedicated to enforcement and response to traffic complaints within the County.

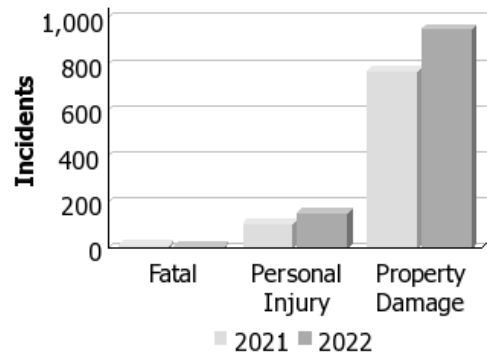
Elgin County OPP Officers conducted 690 static RIDE checks in 2022, including RIDE initiatives performed and funded through our RIDE Grant Funding Stream. For 2022, Elgin County was awarded \$14,900 for RIDE checks, with all of the funds used to support RIDE checks throughout Elgin County.

We have seen a significant increase in motor vehicle collisions in Elgin County in 2022 with a total of 1111. In 2021, our total collisions amounted to 887 for the year. The single largest causal factor increase during 2022 was animal related. Another factor for the increase was the implementation of a Collision Reporting Centre which permits drivers from out of jurisdiction to report collisions to the Elgin County Detachment. We will continue to use statistical analysis and focus on targeted enforcement of Impaired Driving, Aggressive Driving, Seat Belt Use, and Distracted Driving to attempt to bring the total crashes down.

These four factors can often be the difference between a minor crash with no injuries and a major crash resulting in injuries or death. Below are the comparison tables outlining collision statistics in Elgin County between 2021 – 2022.

Motor Vehicle Collisions by Type

Incidents	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Fatal	10	5	-50.0%	10	5	-50.0%
Personal Injury	107	153	43.0%	107	153	43.0%
Property Damage	768	953	24.1%	768	953	24.1%
Total	885	1,111	25.5%	885	1,111	25.5%



Fatalities in Detachment Area:

Fatalities in Detachment Area							
Incidents		January to December			Year to Date - December		
		2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision	Fatal Incidents	10	5	-50.0%	10	5	-50.0%
	Alcohol Related	1	0	-100.0%	1	0	-100.0%
Off-Road Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Persons Killed		January to December			Year to Date - December		
		2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision		11	5	-54.5%	11	5	-54.5%
Off-Road Vehicle		0	0	--	0	0	--
Motorized Snow Vehicle		0	0	--	0	0	--

Total Collisions by Month

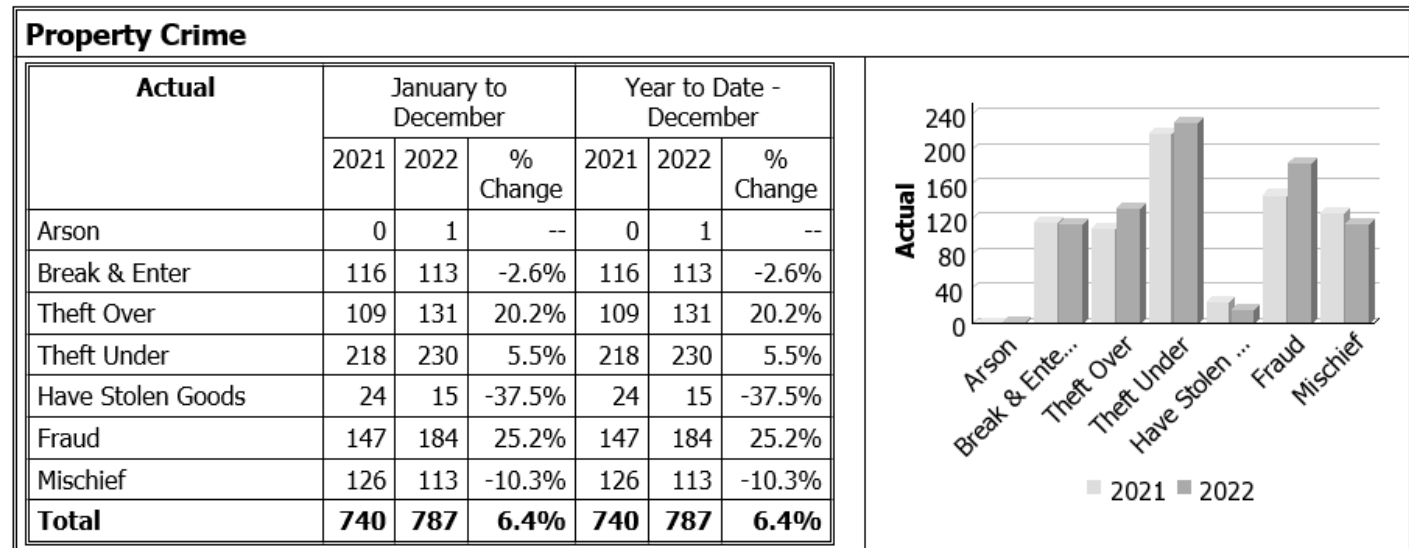
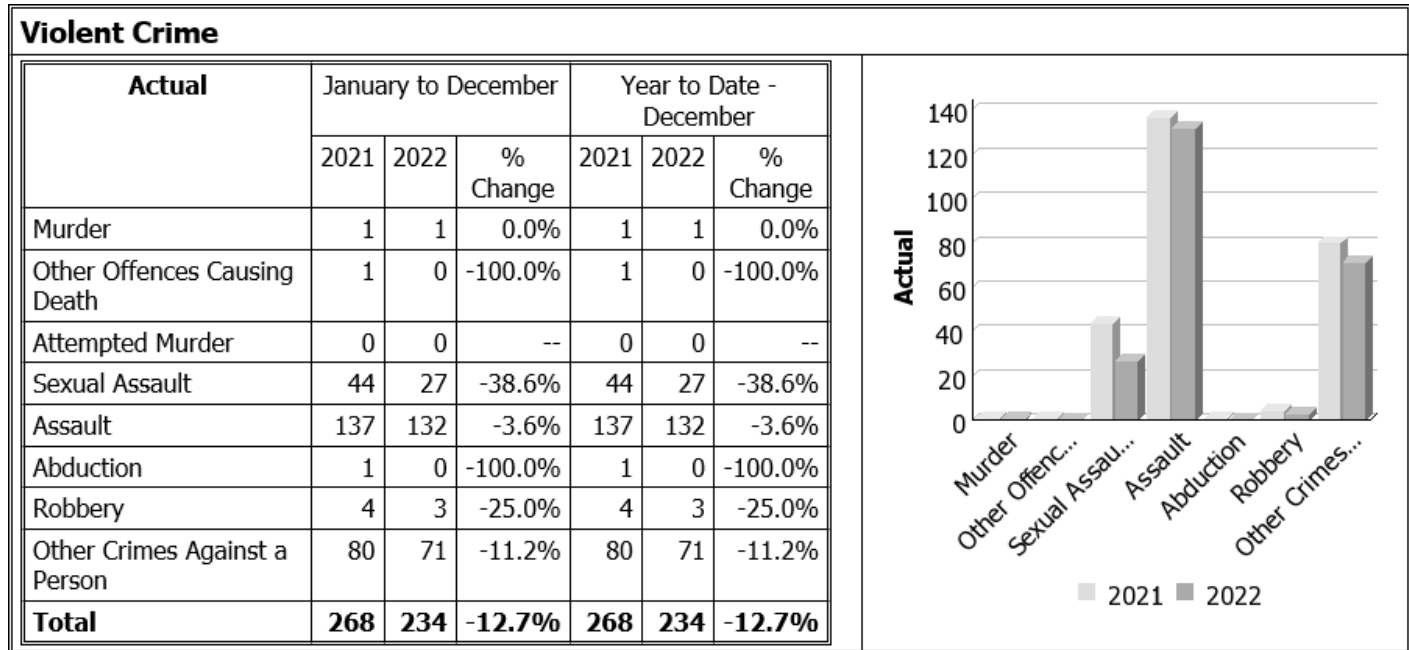
2022 Total Collisions by Month												
January	February	March	April	May	June	July	August	September	October	November	December	All Months
86	90	73	65	82	105	85	66	78	128	135	118	1,111

Total Collisions by Primary Cause

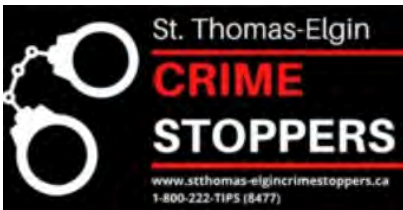
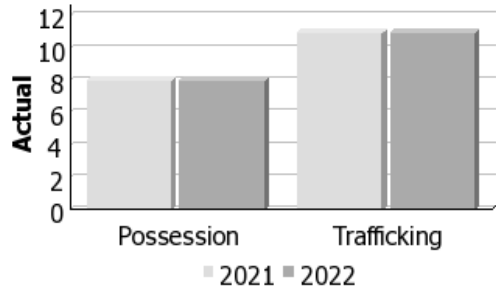
2022 Total Collisions by Primary Cause																					
Speed - excessive	Speed - Too Fast for conditions	Speed - too slow	Following too closely	Ability Impaired - Alcohol	Ability Impaired - Drugs	Pedestrian	Animal - Wild or domestic	Driver Fatigue	Inattentive driver	Medical/Physical Disability for Driver	Disobeyed traffic control	Failed to yield right of way	Improper turn	Improper passing	Improper lane change	Lost control	Driver on roadway	Mechanical failure	Other	All Incident Contributing Factors	
8	67	3	47	22	2	2	472	20	147	7	12	79	22	11	9	10	30	18	17	46	1,111

Crime Prevention

Throughout 2022, Elgin County Detachment continued our commitment to crime prevention. A large component of this goal is the pro-active education provided through media outlets, increased officer visibility, and adherence to the principles of Intelligence Led Policing. Using analytics from the Regional Analyst we identify areas of concern and assign officers to specific focused patrols related to crime and traffic trends. The creation of our Community Street Crimes Unit in conjunction with the expertise provided by our Crime Unit has increased the effectiveness of our investigations and provided targeted enforcement.



Drug Crime						
Actual	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Possession	8	8	0.0%	8	8	0.0%
Trafficking	11	11	0.0%	11	11	0.0%
Importation and Production	0	0	--	0	0	--
Total	19	19	0.0%	19	19	0.0%



St. Thomas-Elgin Crime Stoppers

Elgin County OPP continues to support the London-Elgin-Middlesex Crime Stoppers Program.



Financial Reports



Elgin Group Annual Billing Report

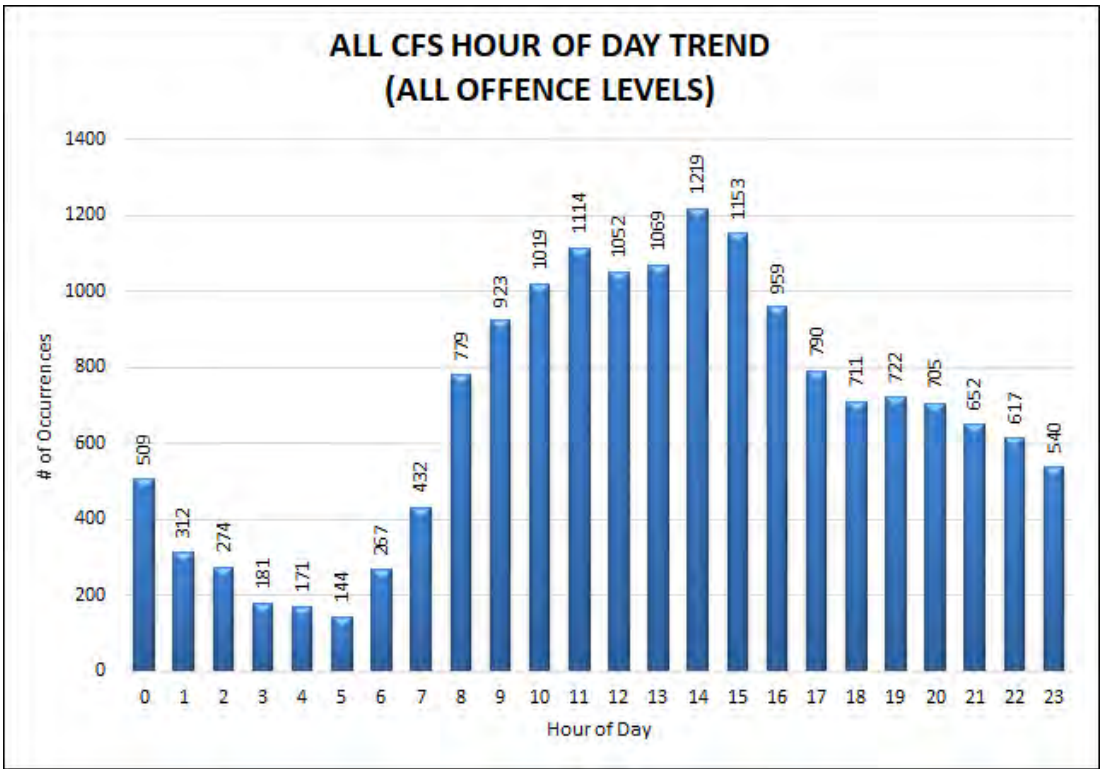
The average 2022 municipal policing cost per property (for municipalities billed applying the OPP Billing Model) across the province (including the cost of all contract enhancements) is \$354.80, a decrease of \$0.26. The total estimated cost recovery is up by \$5.9M or 1.4%.

The 2022 Estimate of Base Services cost per property is a record low at \$172.07. The trend of year over year increased Calls for Service workload allocation continues. The 2022 Base Services vs. Calls for Service workload allocation split is 51.3% : 48.7% (2021 - 53.1% : 46.9%).

The total 2020 reconciled costs recovered under the billing model were slightly lower than estimated, a 0.2% reduction, while the total 2020 reconciled Base and Calls for Service costs were slightly higher than estimated, up 0.8% due to cost increases in benefits (WSIB, pensions, and termination pay). Overall, overtime cost increased slightly compared to estimated, up 0.6%. Court security and prisoner transportation costs were less than estimated by 20% and 37% respectively. Contract enhancements were 13% less than estimated.

Elgin County OPP remain committed to the efficient implementation of cost effective policing and have implemented a number of strategies to reduce the use of overtime, including the creation of overlap shifts from 2:00 pm to 2:00 am, and noon to midnight shifts to match peak time frames for calls for service. In addition, there are target staffing policies that govern when officers are called in to work on overtime.

All Calls for Service by Hour of Day - 2022



Elgin Group Revenue Report - Criminal Record Checks

In 2022, Criminal Record Check completion transitioned to an online application and are no longer completed at the local detachment level.

R.I.D.E. Grant

Each year, Elgin County OPP completes an application for a RIDE Grant through Mothers Against Drinking and Driving. In 2022, Elgin OPP received \$14,800 to fund police officers at RIDE checks throughout the County, with the bulk of those checks occurring during the Festive RIDE Season. We are very proud and appreciative to be partners with Mothers Against Drinking and Driving in the fight to keep impaired drivers off our roadways.



Elgin County OPP Supports our Members and the Communities We Police

2022 Childhood Flag Raising Ceremony



Operation Freeze 2022



Partnership Overview

Township of Malahide



by

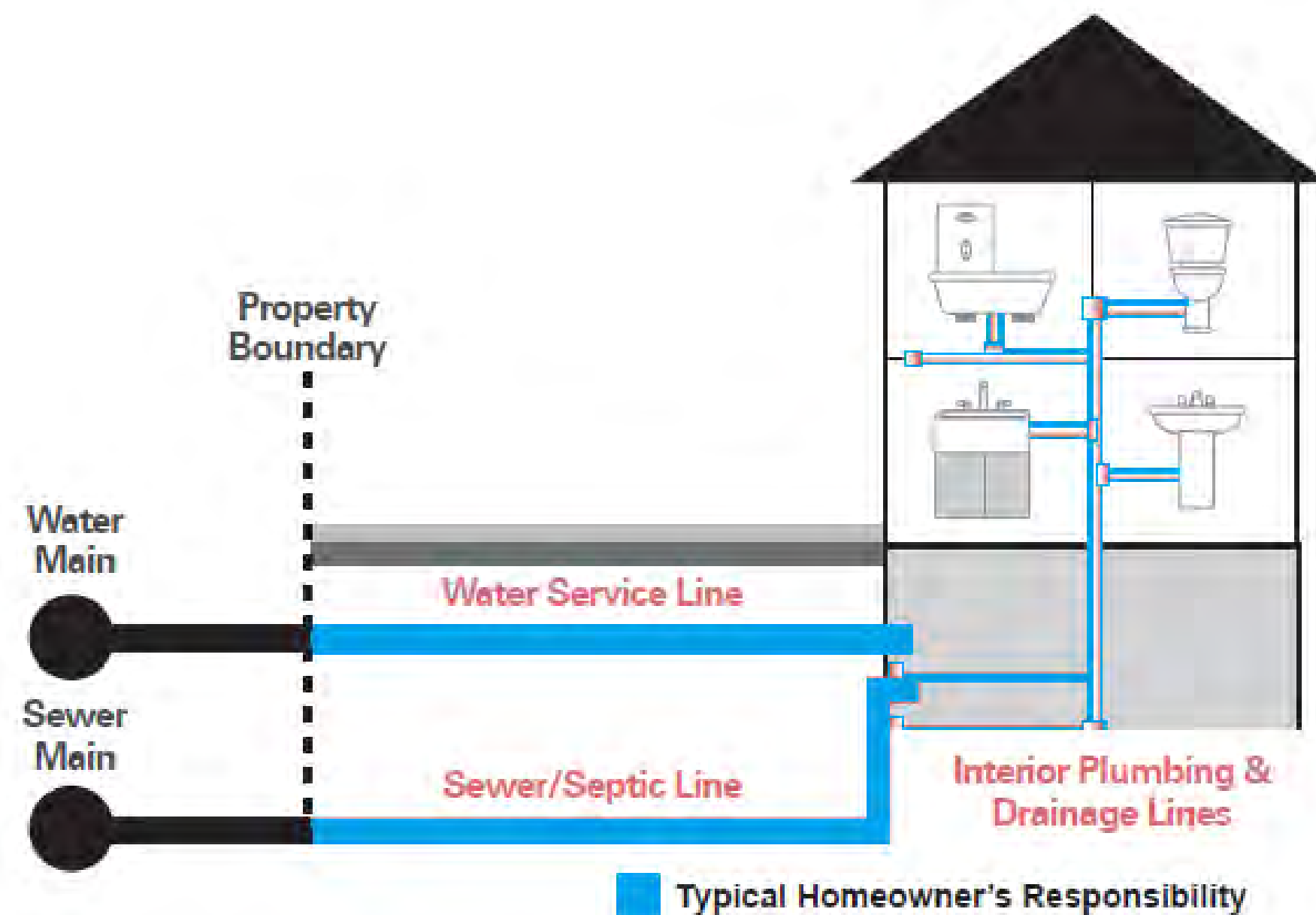




- Launched in 2014 in the City of Hamilton
- Invited by AMO-LAS to offer our program to their other members
- Service Line Warranties and HomeServe work with over 1,100 municipalities and serve over 4.8 million homeowners across North America including 70 in Ontario
- Operated by Ontario based management and employees around the GTA and Quebec
- Our parent company HomeServe was acquired in 2022 by Brookfield Infrastructure Partners L.P, a Canadian-based asset management company
- The Service Line Warranty program has been available to Township of Malahide homeowners since 2017

Why Do Municipalities Partner With SLWC?

- Homeowners are typically unaware of their responsibility for the water/sewer service lines on their private property and what to do in the event of an emergency
- The SLWC program helps educate homeowners about their service line responsibility and provides residents with optional affordable protection plans
- Homeowners, armed with this information, can make informed decisions, either reviewing their existing/available options through home insurance, or by considering signing up for an SLWC plan



Many Canadians are **unaware** they are **responsible** for the water and sewer lines on their property

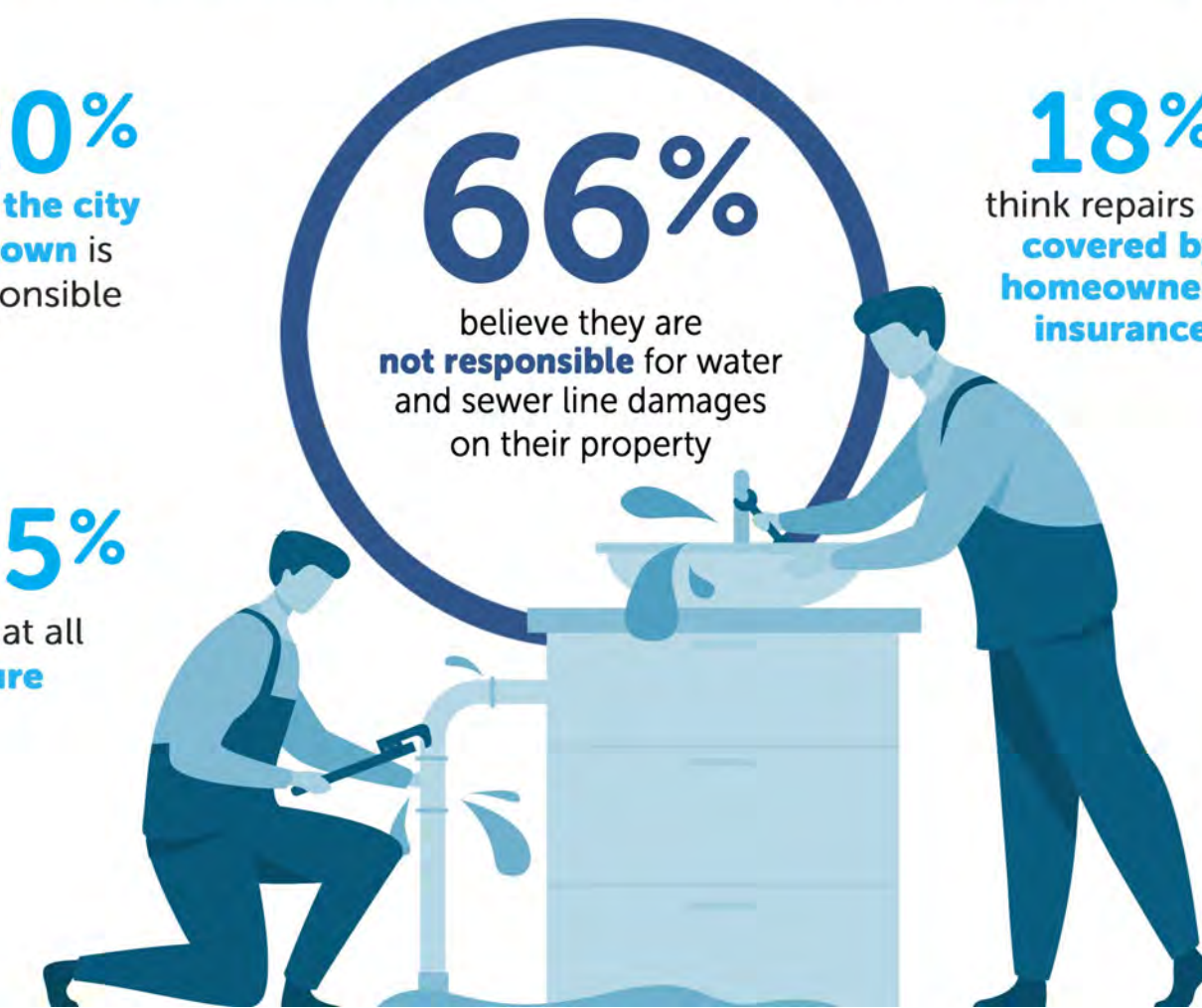
20%
think **the city or town** is responsible

25%
Not at all sure

66%

believe they are **not responsible** for water and sewer line damages on their property

18%
think repairs are covered by **homeowners' insurance**



Are SLWC Plans Available Direct-To-Consumer?

- No, this optional coverage is only available in participating municipalities
- SLWC relies on the credibility and open rate that mailings with the municipal logo provides in order to offer a high level of coverage, for low rates
- We want your residents to know that due diligence has been done on our service, and we will be there for them when they need us
- Homeowners are always reminded SLWC plans are optional and voluntary, that the municipality does not administer, nor is responsible for the program, and no public funds are used for our mailings or to administer the program
- Homeowners are free, upon learning of their service line responsibilities, to sign up for an SLWC plan, to review their options, if any, with their existing insurance provider, or to take no action

Benefits Of The SLWC Partnership & Plans

- An educational awareness campaign done at no cost to the Township of Malahide
 - These lines are often out of sight, out of mind, until an emergency arises
- No communications are done without review and approval from staff
- Plans include thawing of frozen water lines
- A repair hotline is available 24/7/365, including holidays to take customer calls
- SLWC works directly with contractors
- Residents can cancel a plan at anytime with 30 days notice, no mandatory annual subscriptions
- Plan pricing does not increase when a customer makes a claim, and they can make multiple claims a year
- Our agreement indemnifies the Township of Malahide, and the only legal liability is on our end
- All plans are covered by a 1-year guarantee

Cares Program

Helping people in need, one home at a time

Our Cares program assists eligible homeowners in our partnered communities with free repairs when they are faced with a service line emergency. We arrange for emergency repairs at no cost to the homeowner through our network of local, licensed and qualified contractors. Across North America, we've assisted more than 246 families in need, and saved low-income homeowners \$490,000 in the last two years by taking care of their repair costs.

- A resident in one of our partner communities has a home repair emergency and is without a protection plan from SLWC or other coverage
- A low-income homeowner requires financial assistance in order to afford their repairs
- A delay in repairs could cause health and/or safety issues



Township of Malahide & SLWC Program Statistics

- Program launched over 5 years ago
- A total of 58 residents have signed up for an SLWC plan with a total of 67 plans registered. A 383% increase in enrollment since Fall 2021
- 1.86% of eligible homeowners in the Township of Malahide have enrolled compared to the average of approximately 2.5% across Ontario
- Customer surveys show 95%+ satisfaction rate across Ontario *(May 2019 - February 2023)*

Questions?



Adam Moede

Manager, Partnerships

Email: amoede@slwofc.ca

Phone: 647-458-5479

Service Line Warranty Program



External Service Lines, Out of Sight

Communities are always changing and evolving, and as infrastructure ages, service lines are frequently forgotten.

Many municipal staff and elected officials have heard concerns and complaints from residents who were not aware of their responsibility for the water and sewer lines on their private property and learn they are 'on the hook' for unexpected and potentially costly repairs when it's already too late.

Many standard homeowners policies do not provide coverage for these systems and, if they do, there is a deductible, risk of rising rates after a claim, the inconvenience of finding a contractor and a waiting period for a reimbursement.



41%

of homeowners are unaware of their responsibility for private service lines.*

Service Line Warranty Program

Exclusively through municipal partnerships, Service Line Warranties of Canada (SWLC) offers optional service plans to homeowners that help protect against the cost and inconvenience of unexpected repairs to the water and sewer lines on the private side of their property that connect to the municipal system.

Beyond offering residents financial peace of mind, our program takes away the burden of finding a contractor for an emergency repair, while driving business to a network of licensed and qualified local contractors.

93%

of respondents believe **the municipality should help educate homeowners** about their responsibilities related to a water or sewer line break on their property.*

* SLWC's 2022 State of the Canadian Home survey

How Does it Work?

Our partners benefit from an SLWC-funded awareness campaign to educate residents on their water and sewer service line responsibility and offer optional protection.

The collateral has the municipal logo to demonstrate that the offering is legitimate, is for the residents' benefit, and has the support of the municipality. All communications are reviewed and approved by the municipal staff.

If a homeowner decides a plan is right for them, enrollment is straightforward and accessible, with simple criteria, and no property inspection.



A homeowner who chooses to sign up for an SLWC plan receives the following benefits when making a claim:

- A repair hotline available 24/7/365
- Repairs performed by a licensed and insured local plumber
- A 1-year guarantee on materials and workmanship for all repairs

Our plans provide generous coverage sufficient for the vast majority of repairs. We maintain high standards of customer service and workmanship, through a variety of measures including a post-repair survey.

Cares Program

We are committed to putting people at the heart of everything we do, and that includes supporting those in need in the communities we service.

Our Cares Program offers qualifying low-income residents who are not enrolled in the program free repairs when they are faced with a service emergency.

Residents of your community who may be eligible for pro bono work can apply [here](#).

Who Is Service Line Warranties of Canada?

SLWC is a subsidiary of HomeServe, a global home services company. We have offices in Toronto, the U.K., France, Spain, Japan and the U.S. The North American headquarters is in Norwalk, Connecticut, and the Canadian operations are managed locally in Ontario, with employees around the Greater Toronto area and Quebec.

In 2014, AMO-LAS invited us to offer our protection plans to homeowners through their members and since then we have **established partnerships with over 70 municipalities.**

Across North America, Service Line Warranties and its parent HomeServe work with **over 1,200 municipalities and utilities, serving 4.8 million customers.**



Meet the Team



Mike Van Horne
General Manager

Mike brings over 20 years of experience driving record sales and market share growth across diverse business categories. He assumed the role of General Manager of HomeServe and Service Line Warranties of Canada in November 2020 and is responsible for business development, account management, operations and marketing.



Adam Moede
Manager, Partnerships

Adam handles account management, supporting our partners and continuing the success of the Service Line Warranty Program through a customer-first approach.



Madhav Gottumukkala
Senior Manager, Marketing

Madhav brings with him over 14 years of experience in diverse marketing functional roles in product marketing, trade marketing, brand building and leading impactful demand-generation campaigns in the Canadian market.



Morty Smolash
Senior Manager, Business Development

With over 30 years of sales and management experience in the technology and engineering markets, Morty has delivered multiple successful IT and Engineering/PLM projects to Canadian and U.S. organizations of all sizes, mostly in the aerospace, automotive, financial services and manufacturing sectors.



Elise Dostal
Senior Manager, Partnerships

Elise is responsible for account management nationally and continues carrying out our new partner acquisition strategy in Ontario as part of our original local business development team.



Daisy Pepler, *Senior Manager, National Operations*

With over 20 years of experience in marketing, sales and operations, Daisy has worked extensively with contractors in her roles at some of Canada's top service companies. Daisy is dedicated to building a successful operation, creating the best-in-class service customers come to expect from SLWC.



Jeffrey Olson, *Senior Director, Business Development*

Jeff has been in this role for the past 12 years and founded the SLWC business operations in Canada. He has spent the last 29 years working with both municipal and investor-owned utilities across the United States and Canada to improve performance and enhance services.

Contact Us

Elise Dostal

Senior Manager, Partnerships

Phone: 416-400-2022

Email: edostal@slwofc.ca

Adam Moede

Manager, Partnerships

Phone: 647-458-5479

Email: amoede@slwofc.ca

Overview and FAQ for Municipal Staff

About Us

Service Line Warranties of Canada (SLWC), a portfolio company of Canadian-based Brookfield Infrastructure, was originally founded by HomeServe in 1993 in the United Kingdom. We currently operate programs in Canada, the United States, the United Kingdom, France, Spain, and Japan.

We partner with municipalities to offer their residential homeowners a low-cost warranty program that provides significant protection for repair costs relating to their privately owned water and wastewater service lines.

SLWC Program Benefits

SLWC Funded Education Campaign. Our partners benefit from an SLWC-funded awareness campaign which educates residents on their water and sewer service line responsibility and offers an optional solution.

Solving an Expensive Problem. Repairs to lines on homeowners' property are often not covered by a standard homeowners' insurance policy and can result in a sudden out-of-pocket expense that an average homeowner may not have access to in their savings. Our latest survey results show that many Canadian homeowners have only \$500 or less saved for a home emergency.

Peace of Mind. Our repair hotline is available 24/7/365 and repairs are given the highest priority and licensed, and approved contractors are dispatched to customers' homes — all with no callout fees.

Trusted Partner. SLWC, together with HomeServe is partnered with over 1,100 municipalities and utilities across North America, including over 70 in Ontario and Alberta and provides service to more than 2.8 million homeowners. SLWC entered the Ontario market in 2014 and is an accredited Better Business Bureau organization with an A+ rating. SLWC has saved Canadian homeowners +\$8 million on 16,500+ jobs in the last 7+ years. SLWC is endorsed by the Local Authority Services (LAS), a not-for-profit organization created by the Association of Municipalities of Ontario. LAS works with Ontario municipalities to help lower costs and enhance staff capacity through co-operative procurement efforts, and other programs.

Cares Program

We are proud to offer our partners access to our CARES fund which is designed to help low-income homeowners in your community who do not have coverage through us or their home insurance. If staff or council are made aware of a homeowner in your municipality who is struggling to afford repairs relating to their water line, sewer line or interior plumbing, they can be directed to apply for us to cover the cost of their repairs. We are always happy to lend a helping hand to those who need it.

More details can be found at: <https://servicelinewarranties.ca/slwc-cares/>

Program Details

Plans available in the Township of Malahide?

- Exterior Water Service Line Coverage for \$4.58/month + HST
- Exterior Sewer/Septic Line Coverage for \$5.33/month + HST

Key Contact information

- SLWC toll-free phone number: 1-844-616-8444
- SLWC website for more information: www.slwofc.ca

Frequently Asked Questions

Why did Malahide partner with SLWC?

- To take advantage of an SLWC funded awareness campaign to educate their residents about their responsibility for the repair and replacement of water and sewer service lines on their private property.
- To make sure all repairs are performed to code and that all appropriate permitting is pulled.
- Reduce expense to property owners as service plans encourage residents to report exterior water service and sewer leaks in a timely manner. Timely water and sewer service line repairs conserve water, reduce water loss for the township, and help the environment by minimizing wastewater pollution.
- Less involvement from staff on private infrastructure long term.
- Using only qualified local contractors so repair dollars paid to these small business owners stay within the community, helping the local economy, and may bring in more work because it allows residents to be proactive about repairs that they may otherwise be hesitant to have serviced due to cost and inconvenience.

Doesn't my homeowner's insurance already cover these repairs?

- Typically, no. While most basic homeowners' policies will pay to repair the water damage created by failed utility lines, they typically do not cover the cost of the repair or replacement of the line itself, which could be thousands of dollars. SLWC encourages residents to call their insurance company to determine the scope of their coverage. Some insurance companies do offer upgrade coverage for the water and sewer lines by adding a rider or endorsement to the existing base homeowner's policy. These insurance riders may come with exclusions and deductibles which typically range from \$500-\$1,000, individual plans vary.
- The SLWC plan offered to your residents has a zero deductible. If a homeowner has a single claim in a year under the homeowners insurance rider, they will pay substantially more than paid with a no deductible SLWC plan. Plans also take the challenge out of finding a contractor to do the work. With a claim under an insurance rider, the homeowner is responsible for finding a qualified and trustworthy contractor to complete the repair, pay them and wait for reimbursement. With our plan, a local

contractor from our trusted network will complete the repairs, taking away the cost and the inconvenience of this type of home emergency.

Why does SLWC use the Township of Malahide logo in its marketing materials?

- The Township of Malahide allows SLWC to use their logo in communications to increase the likelihood that the messaging is received, and let residents know that it is legitimate, should they wish to participate. We will not conduct any awareness campaigns using the Township of Malahide logo without staff approval on a per campaign basis.
- We are committed to transparency in all our communications. All our materials clearly state that the services the company offers are voluntary and that they are offered by SLWC, a private company that is separate from the Township of Malahide.



Report to Council

REPORT NO.: F-23-03
DATE: May 4, 2023
ATTACHMENT: Ice Jam and Flood Information Flyer
SUBJECT: **EMERGENCY SERVICES ACTIVITY REPORT – QUARTERLY REPORT (JAN – MARCH)**

Recommendation:

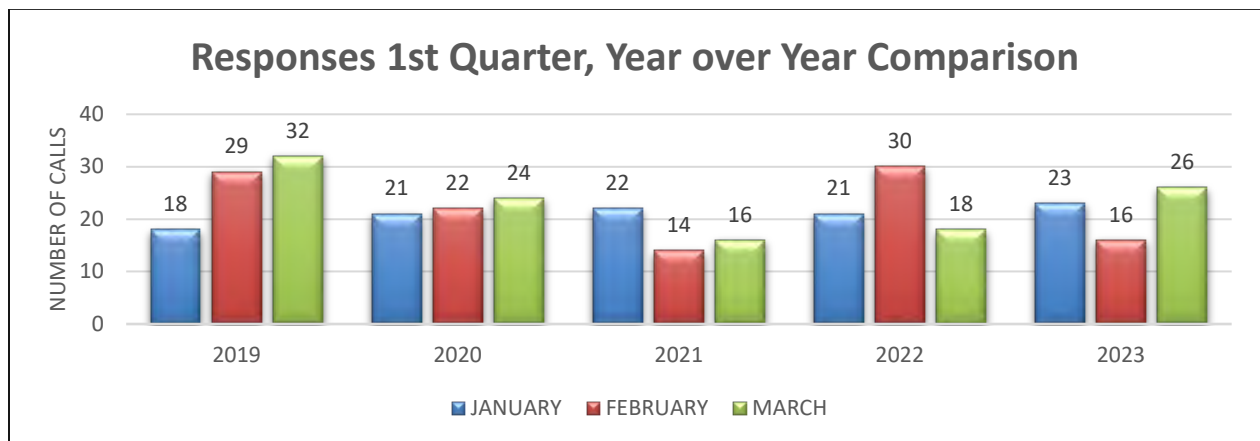
THAT Report No. F-23-03 entitled “Emergency Services Activity Report – Quarterly Report (January to March) be received.

Comments:

This report provides information reported for the first quarter of 2023, including months January to March 31, 2023.

Department Responses

The Malahide Fire Services responded to sixty-five (65) incidents. A comparison of these incidents to the same quarter of previous years is shown in the bar graph below.



The split of incidents (North/South) stations was:

North Station: 30
 South Station: 35

Listed below is a breakdown of the type of incidents. Medical incidents accounted for sixty (60%) of all incidents in this quarter. The average age of persons requiring medical response was 60, with 51% being male, 46% being female and 2% unknown.

Quarterly Incidents by Type	#
Fire	5
Burn Complaint	1
Alarm Malfunction	1
CO Alarm	1
Public Hazard - Wires Down	2
Technical Rescue MVC	8
Technical Rescue Other	0
Medical	39
Assisting Other Fire Department	7
Assisting to Police	1
Total:	65

Fire Events Loss/Save

There were five (5) fires with a combined estimated total dollar loss of \$24,500, and a total estimated dollar saved of \$ 2,740,250.

Fire Prevention

The following fire safety messages have been this quarter;

January – “Give Space Heaters Space”

February – “Change your clock, smoke and CO alarm batteries”

March – “Pull over for green flashing lights”

Fire Prevention Staff have hosted information tours at the South Station for groups of students who are home schooled and Beaver Scouts. In March, Malahide Fire was on-site at the Springwater Maple Syrup Festival, promoting Fire Safety and Emergency Awareness, with more than 650 people touring the day we attended. Families were able to tour through the Fire Safety House trailer, see the Fire Trucks up close and take pictures with Sparky. In April, the prevention staff attended the Optimist Breakfast at South Dorchester Community Hall and the Easter Egg hunt hosted by the Swans at Malahide Community Place.

The Fire Prevention team will be working with Terrace Lodge every Wednesday in June to assist with different areas of Fire Safety with the staff and residents. The team will be assisting with conducting a Code Red drill, Fire Extinguisher training and a general prevention gathering on the last Wednesday.

Fire Safety Inspections

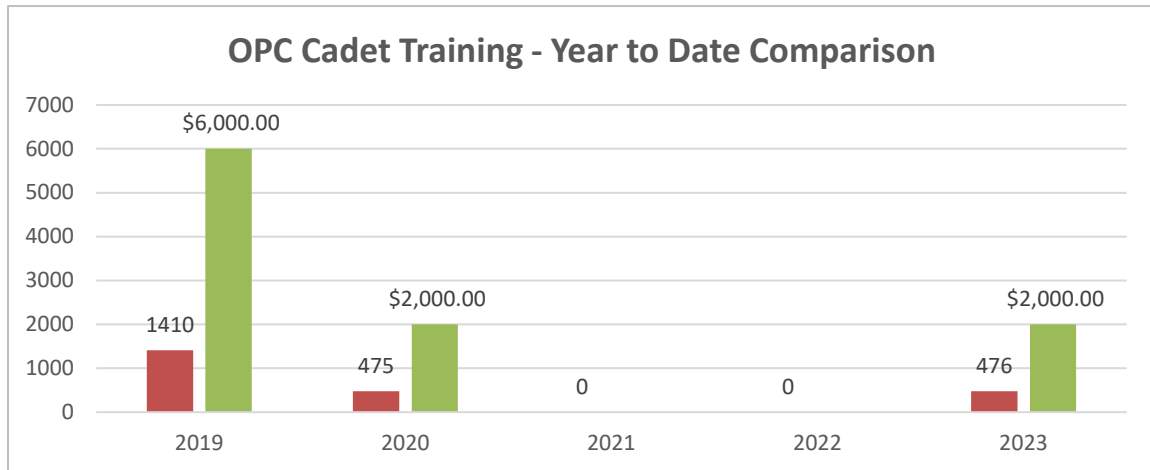
For this quarter Staff conducted four (4) inspections. There were five (5) orders for non-compliance issued after these inspections, and are on-going.

Ontario Police College (“OPC”)

To date in 2023, the Staff has trained 476 Police Cadets. The current agreement with the OPC is that they will reimburse Malahide Fire Service \$2,000.00 per session as well as cover the cost of any equipment that is damaged during any presentation.

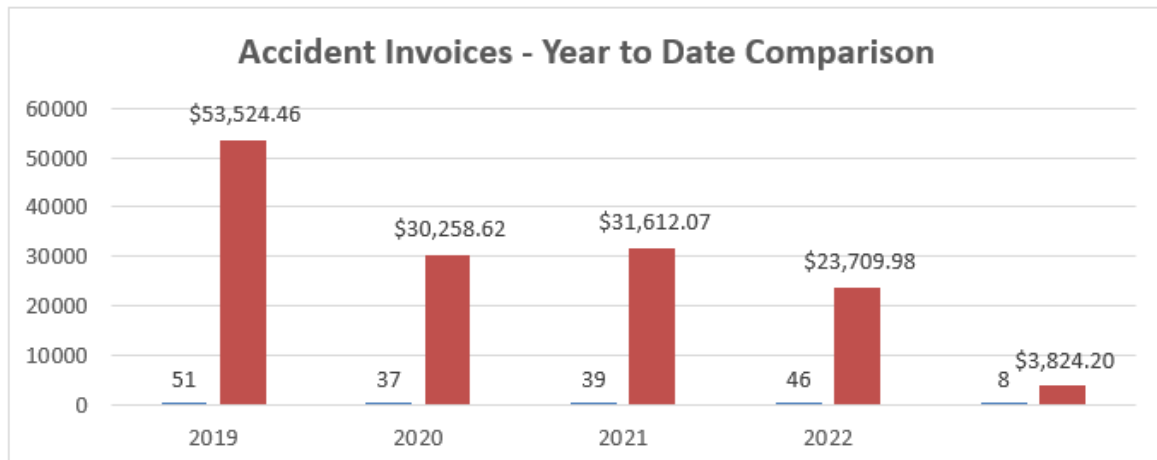
The next training session at OPC is scheduled to be held May 8th, 2023.

In the below bar graph, the total number of cadets trained per year is shown in red, and the amount invoiced to the OPC is shown in green:



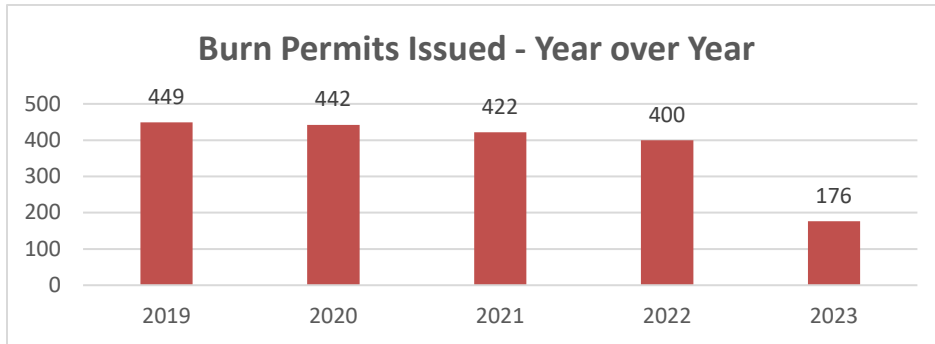
Motor Vehicle Collision Revenues

Malahide Fire Services responded to eight (8) motor vehicle collisions (“MVC”). Year-to-date invoicing for services provided (e.g. to MTO and to non-residents of Malahide), and total for prior years, is provided below:



Burn Permits

176 burn permits were issued in the first quarter, and total for prior years is provided.



Aid Services

Automatic Aid Agreement(s)

The Automatic Aid Agreement with Central Elgin was not activated in the subject quarter.

Mutual Aid

Malahide Fire Services was requested seven (7) times for Mutual Aid assistance in the subject quarter: three (3) by the municipality of Bayham, two (2) by the Town of Aylmer and once by the municipality of Central Elgin. Elgin County Mutual Aid continues to have significant positive impact on firefighting capabilities and the handling of large-scale incidents within the county and municipality. We will continue to work closely with these partners.

Requested Aid

Malahide Fire Services did not request Mutual Aid in the subject quarter.

Emergency Management Program

Emergency Response

No emergency activities.

Emergency Program

Township of Malahide successfully achieved 2022 Municipal Emergency Program compliance under the Emergency Management and Civil Protection Act. In March we conducted a meeting with the county CEMC to review our 2022 compliance feedback and how to incorporate those needs into our 2023 Emergency Program.

After our December emergency management table top exercise, one of the main feedback topics presented was to have one by-law that covers all points in the EM Program and Response Plan, and that is consistent across all municipalities. Stephanie Cyros acted on this request and created an “all in one” by-law that covers all requirements within our EM Program and EM Response Plan, CEMC, EM Program Committee, EM Control Group, EOC, and EIO. This by-law will also work in correlation with By-Law 21-44 (our emergency service agreement we have with County). This By-

law has been amended to reflect the Township of Malahide’s details and will be presented to council for review and to be adopted.

Public Education / Awareness

Distributed Ice Jam Flooding Pamphlets to the citizens of Port Bruce. Signs were also posted along the beach and pier area to warn of dangers of walking on ice (pictured below) and will be reinstalled during the winter months every year.



Continue to increase amount of weather alerts and emergency awareness education on social media, and also during our prevention events.

Training and Workshops

Malahide will be hosting the Emergency Management Ontario Senior and Elected Officials Workshop (SEOW) tentatively in the beginning of June. This workshop has been re-designed to provide elected officials a succinct introduction to emergency management at the municipal level.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the “Our Community” Strategic Pillar relates to “Keep Our Community Safe”. By undertaking a long-range strategy, in consultation with the appropriate emergency services authorities, to identify resources required to optimize the provision of emergency services.

Submitted by:	Approved by:
Jeff Spoor Director of Fire & Emergency Services	Adam Betteridge Chief Administrative Officer

ICE JAM FLOODING:

CAUSES, RISKS AND CONSERVATION AUTHORITY ROLES



The Catfish Creek Conservation Authority's team monitor and assess weather forecasts and watershed conditions such as river and creek water levels, flows and rainfall amounts and then communicate the potential risk of flooding to the public, municipalities, and media. Ice jams are one of the potential mechanisms leading to flooding on a watercourse system.

What is an ice jam?

River ice can form along watercourses during long cold spells in the winter months. This ice cover on rivers can either gradually melt away with steadily increasing air temperatures or break up into pieces if air temperatures or water levels change quickly. An ice jam occurs when those ice pieces are carried downstream along a watercourse and become stuck, blocking the flow of rivers and streams.

Why do ice jams happen?

Ice jams can form anywhere in a river or stream and can be caused by a variety of different factors, including:

- A rapid change in air temperatures, typically in the spring or during mid-winter warm spells, resulting in melting ice blocks that can pile up when they start to move downstream.
- Fast changes in the water level underneath ice-covered rivers, caused by melting snow or rainfall added to the river system (i.e. runoff), causing ice to break up and potentially pile up when they start to move downstream.

Where do ice jams occur?

Some natural characteristics of a watercourse channel may increase the risk of ice piling up in certain locations. These may include:

- bends, meanders, and mouths of rivers, where water may slow down,
- locations where the river bed becomes shallower or the channel becomes narrow or bends tightly, where ice may get stuck,
- areas where anchor ice (river ice freezing to the bottom of the river channel) can occur, which can block the flow of ice and force water to redirect to other areas, and
- at man-made obstacles or structures along a watercourse such as bridges/culverts, dams, reservoir entrances, fencing, construction materials, etc., where they may block the passage of ice in rivers.

the **TOWNSHIP** of
MALAHIDE
A proud tradition, a bright future.



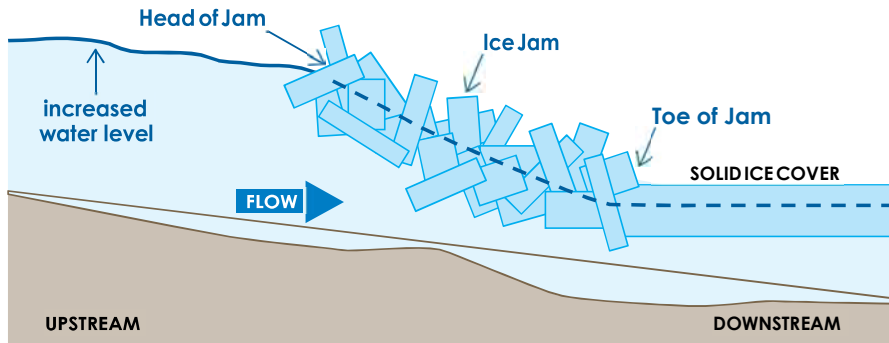
Considerations for mitigating flood risk due to an ice jam

RECOMMENDED

- Ice jam intervention should only be considered and executed if it will successfully resolve the risk and not create another risk elsewhere.
- Municipalities could consider hiring contractors to use heavy equipment such as excavators to mechanically remove ice from the river.

NOT RECOMMENDED

- Ice jam prevention including river modifications such as channel straightening or ice control structures –Ice jams can still form behind crossings, etc.
- Pre-emptively breaking ice cover by blasting (using explosives). Blasting is not recommended on ice cover or already formed ice jams. Broken ice can increase the risk of jamming downstream as well as damage surrounding areas. Blasting of ice is only successfully carried out in rare circumstances and conditions.



Can ice jams be predicted?

No, ice jams cannot be predicted accurately. Many factors, such as weather, river channel characteristics and water flow conditions, contribute to ice jam formation. State-of-the-art river ice science does not predict when or where an ice jam will form.

Ice Jam Response

Ice jams can form and dissipate on their own without causing any significant flooding. All risks need to be considered before attempting to remove an ice jam that is posing a risk to public safety. The Catfish Creek Conservation Authority and Malahide Township municipal staff work together to address the specific flood risk due to an ice jam. Catfish Creek Conservation Authority can provide monitoring by using tools, remote cameras and stream gauges, to help monitor current conditions and are prepared to provide technical advice to emergency responders, if necessary.

If an ice jam does form along a CCCA watercourse and there is a risk of flooding to nearby areas, options of removing the already formed ice jam are limited and is carried out by the Township of Malahide.

Winter Safety Information

Ice, in and around watercourses and dam reservoirs, is always highly variable and unstable. Warm weather and rainfall can raise levels in reservoirs, rivers and ice jams, making ice conditions even more unstable. Always stay away from frozen water bodies and ice around dams and channels. Remember to keep a safe distance from ice jams because water levels can fluctuate very quickly, and riverbanks can become unstable and eroded. Chunks of ice can jam up and release, without warning, often in a very short period of time.

FREQUENTLY ASKED QUESTION:

Is ice jam flooding covered by insurance?

Overland flood insurance is not covered by most standard policies. Residents are encouraged to talk to their insurance representative to confirm their coverage and options. Learn more from the [Insurance Bureau of Canada](#).

WHY DO ICE JAMS CAUSE FLOODING?

Ice jams can sometimes block water flow, and cause water levels to rise (sometimes suddenly) behind the jam, increasing the risk of flooding upstream. The speed at which water in the channel will rise depends on how much water is flowing in the river or stream and how much the ice is blocking flow in the area where the water would normally pass. Sometimes multiple ice jams can form and release, causing new jams downstream, similar to a car pile-up on the highway. Flooding can impact areas near the watercourse further downstream as ice pieces continue to move past or release from the existing ice jam.

If an ice jam is posing an immediate risk to life and property, **call 911**.

Contact us

Township of Malahide and Catfish Creek Conservation Authority (CCCA)

- Sign up for Flood and Emergency warnings from Malahide Township with the following link; <http://bitly.ws/AcsR>
- For more Emergency Planning information, click the link below: <http://bitly.ws/Byd9>
- Learn more about flood planning: <http://bitly.ws/Byc2>
- Please report observations to CCCA Officer by Email water@catfishcreek.ca or phone at 519-773-9037.



Report to Council

REPORT NO.: PW-23-29
DATE: May 4, 2023
ATTACHMENT: Tender Summary (Malahide Tender No. PW-23-07)
SUBJECT: **TENDER RESULTS: GUIDERAIL INSTALLATION**

Recommendation:

THAT Report No. PW-23-29 entitled “Tender Results: Guiderail Installation” be received;

AND THAT the Guiderail Installation contract be awarded to Royal Fence Ltd. of Dorchester, Ontario;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Royal Fence Ltd. of Dorchester, Ontario for the purpose of the supply and installation of Steel Beam Guiderail.

Background:

As Council will recall, Phase Two of the Roadside Safety Audit identified several locations that are deficient in roadside protection. Staff presented council with report “PW-22-35 – Road Safety Audit Phase 2 Implementation” in May 2022 advising of the phased approach to implementing the Road Safety Audit Phase 2 recommendations. The current year represents year 2 of the phased approach to this implementation plan.

Comments/Analysis:

Public Works Staff called tenders for the supply and installation of Steel Beam Guiderail for three locations within the Township. Tenders closed on April 14, 2023 at 11:00 am, with three (3) suppliers submitting valid bids. The lowest bid was received from Royal Fence Ltd, in the amount of \$112,625.00 (plus HST). As such, Staff recommend awarding the Guiderail Installation contract to Royal Fence Ltd. of Dorchester, Ontario.

Financial Implications to Budget:

The proposed guiderail installation is included in the approved 2023 Roads Capital Budget with a value of \$100,000. The low bid of \$112,625 exceeds the approved 2023 capital budget allocation by 12.6%. A review of the low bid submission in comparison to other recent contracts, suggests the unit pricing is in line with market values.

Submitted by:	Approved by:	Approved for Council:
Ryan DeSutter, Roads & Construction Manager	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer



Report to Council

REPORT NO.: PW-23-31
DATE: April 24, 2023
ATTACHMENT: None
SUBJECT: CENTRELINE PAINTING CONTRACT EXTENSION

Recommendation:

THAT Report No. PW-23-31 entitled “Centreline Painting Contract Extension” be received;

AND THAT Township Council authorize the requested price increase to \$6.61 per litre of centreline painting as detailed in the multi-year centreline painting contract.

Background:

In 2022, the Township of Malahide participated in the joint issuance of a multi-year tender call for centreline painting which was led by the Municipality of Central Elgin, to which RanN Maintenance (2228977 Ontario Ltd.) of Guelph, Ontario was the successful proponent.

The contract terms of this multi-year contract ensured pricing from April 1, 2022 to March 31, 2023 allowing for four (4) incremental one (1) year period renewals. Pricing remained firm as tendered for the first year of the contract and the contract stipulates that RanN Maintenance may request a rate increase in the subsequent year(s), based on the Consumer Price Index (CPI) – Ontario All Goods Index for the preceding 12-month period to the nearest \$0.05. Such price increase requests must be submitted to the Township three (3) months before the anniversary date for each year.

Comments/Analysis:

On January 17, 2023 (2+ months prior to anniversary date), RanN Maintenance requested a price increase of 6.8% as was the CPI amount at the time of request as per the contract.

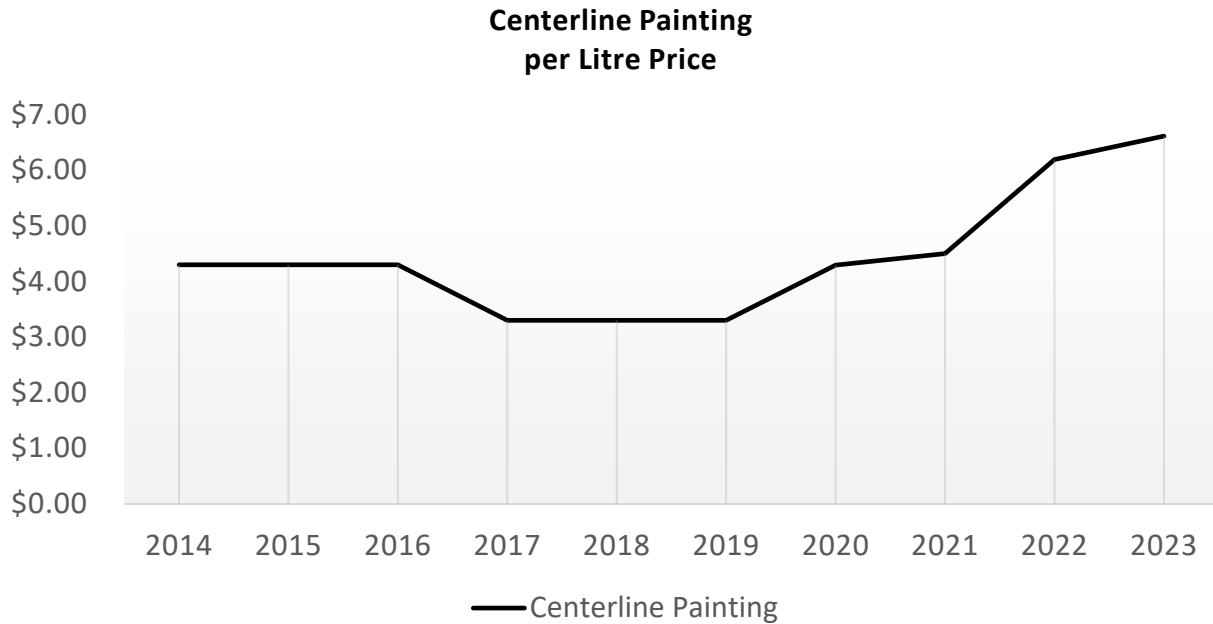
The Staff recommend that the Township accept the requested rate increase from RanN Maintenance in the amount of 6.8%.

Financial Implications to Budget:

Historical unit pricing for the Centerline Painting tender are as follows:

Centerline Painting: (10yr Average Annual Price Increase = 2.3% per year)

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
\$4.30	\$4.30	\$4.30	\$3.30	\$3.30	\$3.30	\$4.29	\$4.50	\$6.19	\$6.61



Based on the contract quantities, Staff estimate the work listed above to cost approximately \$70,500 in 2023 plus applicable taxes which is within the Line Painting budgeted amount allocated in the 2023 Operating Budget (\$76,000).

The County Road line painting expense is included in the Road Maintenance Agreement to be paid for by the County.

The Council is reminded that payment for line painting is based on the actual field measurement of material applied.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that supports the “Our Local Government” strategic pillar is “Embody Financial Efficiency throughout Decision-Making”. Ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayer’s works to achieve this goal.

Submitted by:	Approved by:	Approved for Council:
Ryan DeSutter, Roads & Construction Manager	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer



Report to Council

REPORT NO.: PW-23-30
DATE: May 18, 2023
ATTACHMENT: Request for Improvement Form
SUBJECT: **REQUEST FOR IMPROVEMENT – SUMMERS NO. 3 DRAIN**

Recommendation:

THAT Report No. PW-23-30 entitled “Request for Improvement – Summers No. 3 Drain” be received;

AND THAT Council proceed with this matter and appoint George Vereyken, P. Eng., of Spriet Associates, to prepare an Engineer’s Report for this petition pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*.

Background:

The Township of Malahide has received a Request for Improvement for the Summers No. 3 Drain that services properties on both sides of Talbot Line (Hwy 3). Vis Family Farms, the landowner at 50375 Talbot Line, has requested the existing drain be reconstructed to alleviate drainage issues he is having on his property (see drain map at bottom of following page).

Comments/Analysis:

The existing Summers No. 3 Drain was constructed pursuant to a report completed by Spriet Associates, dated March 25, 1981.

As per *Sections 6 and 7 of the Drainage Act R.S.O. 1990*, once Council has initiated the drain improvement, notice will be sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs. These agencies have the right to request an environmental appraisal or a cost benefit analysis at their own expense.

Staff have examined the drain and area in question and are recommending that Council accept the landowners Request for Improvement and proceed with the provisions as outlined in *Section 78* of the *Drainage Act R.S.O. 1990*.

The estimated construction date for this project is Summer of 2024.

Financial Implications to Budget:

The Township has lands which contribute to the drainage area, and thus, will likely be a party to the Report.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the “Our Local Government” Strategic Pillar is “Embody Financial Efficiency throughout Decision-Making”. Ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayer’s works to achieve this goal.

Submitted by:	Approved by:	Approved for Council:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer



APR 24 2023

Notice of Request for Drain Improvement*Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)*To: The Council of the Corporation of the Township of MalahideRe: Summers Drain No. 3

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- Otherwise improving, extending to an outlet or altering the drainage works;
- Covering all or part of the drainage works; and/or
- Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Possible extension of drain to the east property line. Improving washout area around catch basin at Helder Auto body property. Possibly increasing the capacity of existing drain.

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Part of Lots 17 & 18, Concession 6

Ward or Geographic Township

Township of Malahide

Parcel Roll Number

340800006019700

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

Corporation

Corporate Ownership

Name of Signing Officer (Last Name, First Name) (Type/Print)

VIS PAUL

Name of Corporation

VIS Family Farms

Position Title

Pres.

Signature

Paul Vis

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

2023/04/24

Enter the mailing address and primary contact information of property owner below:

Last Name

VIS

First Name

PAUL

Middle Initial

E

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

50375

Talbot Line

City/Town

Aylmer

Province

ONT

Postal Code

N5H-2R1

Telephone Number

519-765-4359

Cell Phone Number (Optional)

519-808-0885

Email Address (Optional)

visfamilyfarms@gmail.com

To be completed by recipient municipality:

Notice filed this 24th day of April 20 23

Name of Clerk (Last Name, First Name)

ADAMS, ALISON

Signature of Clerk

A Adams



Report to Council

REPORT NO.: FIN-23-08
DATE: May 4, 2023
ATTACHMENT: Township Parkland Dedication By-law No. 12-40
SUBJECT: **2022 CASH IN LIEU OF PARKLAND**

Recommendation:

THAT Report No. FIN 23-08 titled “2022 Cash in Lieu of Parkland” be received.

Background:

Under Section 42 of the Planning Act, R.S.O. 1990, c. P.13, the Township may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, the Township may require a payment in lieu, to the value of the land otherwise required to be conveyed. The Planning Act requires the Treasurer to report annually on the collection of and allocation of funds collected.

In May of 2012, the Township of Malahide passed By-law No. 12-40 (attached), requiring such lands or cash-in-lieu of lands for parkland be conveyed to the municipality for new development. This is established at 2% for Commercial/Industrial and 5% for all other cases as set out in the Planning Act. Once collected, these funds must be held in a reserve fund, allocated interest and spent only for the acquisition of land to be used for park or other recreational purposes including the erection, improvement or repair of buildings and the acquisition of machinery.

Comments:

The Township’s last cash in lieu of parkland collection was in 2015, and as such, there is nothing to report in 2022 aside from interest accrued on the Cash in Lieu of Parkland Reserve Fund balance. A summary of the Township’s Cash In Lieu of Parkland Reserve Fund is provided for review.

Cash in Lieu of Parkland Reserve Fund	
January 1, 2022	\$20,531.88
Fees Collected	\$0
Interest Earned	\$337.18
December 31, 2022	\$20,869.06

Parkland dedication is a common and standard requirement of the planning and development process in Ontario. In consultation with the Township’s Chief

Administrative Officer (CAO), notwithstanding there has been eligible development approved, it is unclear why there have been no payments since 2015.

Moving forward, Staff will ensure that eligible development is subject to the Township's Parkland Dedication By-law No. 12-40.

Submitted by:	Approved for Council:
Adam Boylan Director of Corporate Services / Treasurer	Adam Betteridge Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 12-40**

Being a By-law requiring conveyance of lands for park
Purposes when land is developed or redeveloped.

WHEREAS, pursuant to Section 42(1) of the Planning Act, R.S.O. 1990, as amended, as a condition of development or redevelopment of land, the Council of a local municipality may by by-law applicable to the whole municipality or to any defined area or areas thereof, require that land in an amount not exceeding in the case of land proposed for development or redevelopment for commercial or industrial purposes, two percent (2%) and in all other cases five percent (5%) of the land be conveyed to the municipality for park or other public recreational purposes;

AND WHEREAS, pursuant to Section 42(6) of the Planning Act, R.S.O. 1990, as amended, the Council of a local municipality may require payment of money to the value of land otherwise required to be conveyed under this section in lieu of the conveyance and the value of the land shall be determined as of the day before the day the building permit is issued in respect of the development or redevelopment or, where more than one building permit is required for the development or redevelopment, as of the day before the day the first permit is used;

AND WHEREAS the Council of The Corporation of the Township of Malahide has realized ever increasing pressures for recreational opportunities for its taxpayers combined with increasing financial constraints;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to enact a by-law that would provide for conveyances of land for parks and public recreational purposes for the whole of the lands of the municipality's jurisdiction;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. Definitions

- 1.1 "Development" and "redevelopment" for the purposes of this By-law shall include all applications for severance, either by consent or exemption from part lot control and lands making application for building permit subject to site plan control.
- 1.2 "Certified Land Appraiser" shall mean an individual licensed by the Province of Ontario to estimate the value of real property for legal

procedures, normally a Canadian Residential Appraiser (CRA) or Accredited Appraiser Canadian Institute (AACI).

- 1.3 "Developer" shall mean the owner or agent as an individual or individuals or corporation authorized by the owners of the land to make application for development or redevelopment.
- 1.4 "Township", "Municipality" or "Corporation" shall mean The Corporation of the Township of Malahide
- 1.5 "County" shall mean The Corporation of the County of Elgin.
- 1.6 "Province" shall mean the Province of Ontario.

2. Exemptions

- 2.1 Surplus Farm Dwellings being severed due to farm consolidations in conformity with the Township, County policies and regulations and Provincial Policy Statements shall be exempt from this By-law's requirements.
- 2.2 Bonafide farm development or redevelopment applications shall be exempt from this By-law's requirements.
- 2.3 Existing residential dwellings severed by consent that require no additional building permit shall be exempt from the provisions of the By-law.

3. General Provisions

- 3.1 The conveyance of land shall be at the maximum percentages allowable by legislation, that being two percent (2%) for commercial or industrial applications and five percent (5%) for residential, and shall encompass the whole of all lands within the jurisdiction of the Municipality.
- 3.2 Pursuant to Section 42(7) of the Planning Act, R.S.O. 1990 as amended, if land has been conveyed or is required to be conveyed to a municipality for park or other public purposes or a payment of money in lieu of such conveyances has been received by the municipality or is owing to it under this section or a condition imposed under Section 51.1 or 53, no additional conveyance, or payment in respect of the land subject to the earlier conveyance or payment may be required by a municipality in respect of subsequent development or redevelopment unless:
 - (a) there is a change in the proposed development or redevelopment which would increase the density of development; or

(b) land originally proposed for development or redevelopment for commercial or industrial purposes is now proposed for development or redevelopment for other purposes.

- 3.3 The land to be conveyed must be deemed satisfactory to the Council of The Corporation of the Township of Malahide suitable for municipal purposes.
- 3.4 Whereby the Council determines it is in the best interest of the Municipality to accept cash-in-lieu of land, it may do so. Only the Council may determine this alternative as it is not an option to be determined by the Developer.
- 3.5 The Clerk shall make recommendations to the Council on each application consistent to municipal policy on whether land or cash-in-lieu best fulfils the objectives of the Municipality identified in the Township's Official Plan or other relevant policy.

4. Cash-in-Lieu

- 4.1 When determined by the Council to accept cash-in-lieu, rather than conveyance of land, it shall be at the maximum rate prescribed by legislation, that being two percent (2%) for commercial industrial uses and five percent (5%) for residential uses.
- 4.2 The Developer shall provide, at their sole cost, an appraisal of value of the property from a qualified licensed land appraiser.
- (a) for residential lands, the appraisal shall be done by a certified (CRA) Canadian Residential Appraiser;
- (b) for commercial or industrial lands, the appraisal shall be done by a certified (ACCI) Accredited Appraiser Canadian Institute.
- 4.3 Whereby the Municipality does not agree with the value established by the Developer, the Municipality may hire a licensed qualified land appraiser at the Corporation's expense, whereby this valuation would be the one used to determine the cash payment.
- 4.4 Should the Developer wish to dispute this valuation of the land, they may apply to the Ontario Municipal Board pursuant to Section 42(10) to have the value determined. Until such a determination is made, the municipal decision shall be considered valid and payment made under protest shall be required.

5. Timing of Payments of Cash-in-Lieu Amounts

5.1 Severance (Consent or Part Lot Control)

As a condition of a severance or by-law granting an exemption from part lot control, the Developer will be required to make payment of the prescribed amounts before the deeds will be stamped for registration by the Municipality.

5.2 Site Plan Control Applications

Prior to the Municipality registering the site plan on title, payment in full of cash-in-lieu is required. Registration and issuance of building permits cannot proceed prior to payment being made.

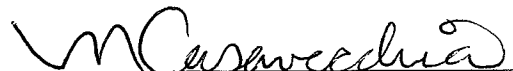
6. This By-law shall come into force and take effect upon final passing thereof.

READ a FIRST and SECOND time this 3rd day of May, 2012.

READ a THIRD time and **FINALLY PASSED** this 3rd day of May, 2012.



Mayor, D. Mennill



Clerk, M. Casavecchia



Report to Council

REPORT NO.: FIN-23-09
DATE: May 4, 2023
ATTACHMENT: Schedule A - Statement of Development Charges Reserve Fund
 Schedule B – Amounts Transferred to Capital or Other Funds
SUBJECT: **2022 DEVELOPMENT CHARGES – TREASURER’S ANNUAL STATEMENT**

Recommendation:

THAT Report No. FIN 23-09 entitled “2022 Development Charges – Treasurer’s Annual Statement” be received for information.

Background:

The Township retained Watson & Associates Economists Ltd. to undertake a Development Charges Background Study and update the Township’s development charges. During 2021, Council received the study and a new development charges bylaw was later passed. The study provides a detailed explanation of the Township’s development charge policies, relevant legislative requirements and restrictions as well as a summary of the rate setting process and eligible costs. The Township’s 2021 Development Charges Background Study is available on the Township’s website for those looking for additional information not contained within this report.

The Development Charges Act, section 43(1) states that “The Treasurer of a municipality shall each year on or before such date as the council of a municipality direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33”. In addition, paragraphs 12 and 13 of Ontario Regulation 82/98 indicate the information to be included in the report.

Schedule “A” provides a summary of the development charges collected during 2022 as per the Township’s development charges bylaw (21-63) including reserve fund transactions and balances. Schedule “B” provides a list of growth-related projects that have received contributions from the development charges reserve funds in 2022.

Comments/Analysis:

The Township collects Development Charges generally at the time of issuance of building permits, as per Section 26 of the D.C. Act, 1997. The Township elected to phase-in the development charge rates calculated in the 2021 Development Charges Background Study until September 2023. Development charge rates increase each September until September 2023 when full rates will be charged. Commercial and industrial properties are charged per square footage while single and semi-detached residential units are charged per unit as follows:

By-law & Schedule in Effect	Per unit for Res	Per Sq. Ft. for Non Res
By-law No. 21-23 Sept. 2021 to Sept. 2022	\$7,273	\$ 2.88
By-law No. 21-23 Sept. 2022 to Sept. 2023	\$8,330	\$ 3.14

A summary of the Development Charges activities and obligatory reserve funds relating to by-law 21-63 is detailed below:

Balance as at January 1, 2022	631,669.45
Add: Development charges collected	251,781.41
Add: Interest earned	8,240.47
Less: Transfers to capital projects	257,739.64
Balance as at December 31, 2022	633,951.69

Funds remaining in the Development Charges Reserve Fund are considered to be committed for projects as identified in the 2021 Development Charges Background Study. The funds will be used to offset growth-related capital projects as eligible costs are incurred.

No amounts have been borrowed from the funds during the year or in any previous years. Therefore, no amounts have been repaid for any previous borrowings as there have been previous borrowings.

Further, the Township is in compliance with the Development Charges Act prohibiting additional charges related to development related costs that are not allowed for in the Act or other Acts.

Submitted by: Adam Boylan Director of Corporate Services / Treasurer	Approved for Council: Adam Betteridge Chief Administrative Officer
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Schedule A
Township of Malahide
Statement of Development Charges Reserve Fund

Description	Services to which the Development Charge Relates (examples)					Total
	Non-Discounted Services		Discounted Services			
	Services Related to a Highway	Protection ⁴	Administration	Parks and Recreation ⁵	Library	
Opening Balance, January 1, 2022	396,504.39	13,560.10	70,285.68	146,181.47	5,137.82	631,669.45
Plus:						
Development Charge Collections	102,636.39	102,049.34	12,262.85	33,864.51	968.32	251,781.41
Accrued Interest	4,655.78	1,078.36	769.98	1,679.39	56.96	8,240.47
Repayment of Monies Borrowed from Fund and Associated Interest ¹	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total	107,292.17	103,127.70	13,032.83	35,543.90	1,025.28	260,021.88
Less:						0.00
Amount Transferred to Capital (or Other) Funds ²	8,322.88	126,969.68	27,745.87	86,145.60	8,555.60	257,739.64
Amounts Refunded	0.00	0.00	0.00	0.00	0.00	0.00
Amounts Loaned to Other D.C. Service Category for Interim Financing	0.00	0.00	0.00	0.00	0.00	0.00
Credits ³	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total	8,322.88	126,969.68	27,745.87	86,145.60	8,555.60	257,739.64
						0.00
Closing Balance, December 31, 2022	495,473.67	-10,281.89	55,572.64	95,579.77	-2,392.50	633,951.69

¹ No DCs were used to provide interim financing for non-growth related projects

² See Schedule B for details

³ No credit agreements currently in place

⁴ Service category includes: Fire Services

⁵ Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Schedule B
Township of Malahide
Amounts Transferred to Capital or Other Funds

Service Area / Project	Development Charges	Other Sources of Funding	Total Project Actual
<u>Services Related to a Highway</u>			
Bridges - Hacienda Line & Vienna Line Culvert Rehab Design	4,933.27	44,399.47	49,332.74
Carter Rd Bridge Rehab Design	1,312.70	11,814.34	13,127.04
Bridges - Hacienda Rd Culvert Rehab	468.04	4,212.36	4,680.40
Bridges - Vienna Ln Culvert Rehab	1,608.87	14,479.79	16,088.66
	8,322.88	74,905.96	83,228.84
<u>Protection</u>			
Imperial Fire Hall Debenture Payments	78,504.76	70,551.38	149,056.14
Imperial Fire Hall Debenture Payments (2021 adj)	48,464.92	70,551.22	119,016.14
	126,969.68	141,102.60	268,072.28
<u>Administration</u>			
Official Plan	1,090.71	513.28	1,603.99
Parks & Recreation Master Plan	457.92	457.92	915.84
Parks & Recreation Master Plan (2021)	14,780.64	14,780.64	29,561.28
Roads Needs Study	1,675.17	1,675.17	3,350.33
Roads Needs Study (2021)	9,741.43	9,741.43	19,482.86
	27,745.87	27,168.43	54,914.30
<u>Parks and Recreation</u>			
MCP loan	43,072.80	54,495.32	97,568.12
MCP loan (2021 adj)	43,072.80	54,495.32	97,568.12
	86,145.60	108,990.64	195,136.24
<u>Library</u>			
MCP loan - library portion	4,277.80	6,563.10	10,840.90
MCP loan - library portion (2021 adj)	4,277.80	6,563.10	10,840.90
	8,555.60	13,126.20	21,681.80
Total	257,739.64	365,293.82	623,033.46



Report to Council

REPORT NO.: CLERK-23-04
DATE: May 4, 2023
ATTACHMENT: N/A
SUBJECT: **MUNICIPAL ELECTIONS ACT – REPORT TO PUBLIC ON FINANCIAL FILING COMPLIANCE**

Recommendation:

THAT Report No. CLERK-23-04 entitled “Municipal Elections Act – Report to Public on Financial Filing Compliance” be received for information.

Background:

The Municipal Elections Act requires all 2022 Municipal candidates to file a Financial Statement (Form 4) for all contributions and incurred expenses during the campaign period. The deadline for filing financial statements for the reporting period ending December 31, 2022 was on or before 2:00 PM, March 31, 2023. A candidate who misses the filing deadline may file within a 30-day grace period, provided that a \$500.00 late filing fee is paid to the Township.

Section 88.23 (4)(5) of the Municipal Elections Act, 1996 specifies that:

(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25; and,

(5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after,

(a) April 30 in the year following a regular election; and

(b) 90 days after a voting day in a by-election.

As provided within the Municipal Elections Act, 1996, this report must identify any candidate or third-party advertiser that:

- failed to file any required document(s);

- identified a surplus on their financial statement and did not pay it to the clerk by the required date; or
- identified on their financial statement that they incurred expenses in excess of the appropriate limit(s).

Comments/Analysis:

This report confirms that not all registered candidates successfully complied with section 88.25. The following Candidates failed to meet the financial requirements and will be ineligible to run for office or be appointed to fill a vacancy until after the 2026 election:

Name	Office
ASHTON, Garrett	Councillor Ward 1
REMPEL, David	Councillor Ward 1
SICKINI, Chris	Councillor Ward 3

No third-party advertisers were registered for the 2022 Municipal Election in the Township of Malahide.

Financial Implications to Budget:

N/A.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Local Government.

One of the goals that support the “Our Local Government” Strategic Pillar relates to “Institutional Sustainability”. Ensuring that the Township is adhering to the requirements of the Municipal Elections Act legislation supports this goal.

Submitted by:	Reviewed by:	Approved by:
Allison Adams, Manager of Legislative Services/Clerk	Adam Boylan Director of Corporate Services / Treasurer	Adam Betteridge Chief Administrative Officer



Report to Council

REPORT NO.: CLERK-23-03
DATE: May 4, 2023
ATTACHMENT: N/A
SUBJECT: RECORDS RETENTION SCHEDULE UPDATE

Recommendation:

THAT Report No. CLERK-23-03 entitled “Records Retention Schedule Update” be received;

AND THAT By-law No. 23-38 as it prescribes to retention periods for documents and records to be kept be approved.

Background:

Section 254(1) of the *Municipal Act, 2001* provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner. The Township has historically aligned its record retention bylaw, policies and procedures with The Ontario Municipal Record Management System (TOMRMS). TOMRMS is a best-practices record management system established by the Association of Municipal Clerks and Treasurers (AMCTO) for managing paper and digital records in a way that is both effective and in compliance with Provincial and Federally legislated requirements. Council last updated its records retention bylaw in 2020.

Comments/Analysis:

The Township’s current bylaw requires an update to ensure continued legislative compliance. Staff are recommending the Township’s current Records Retention Bylaw and Records Retention Schedule contained therein be updated to reflect current TOMRMS guidelines. At the discretion of Council, future updates to the Township’s Records Retention Bylaw could be delegated to staff.

Submitted by:	Reviewed by:	Approved by:
Allison Adams, Manager of Legislative Services/Clerk	Adam Boylan Director of Corporate Services / Treasurer	Adam Betteridge Chief Administrative Officer



Report to Council

REPORT NO.: CAO-23-08
DATE: May 4, 2023
ATTACHMENT: None
SUBJECT: MALAHIDE TOWNSHIP – STRATEGIC PLANNING PROCESS
 2023-2033

Recommendation:

THAT Report No. CAO-23-08 prepared by the Mayor and CAO and entitled “Malahide Township – Strategic Planning Process 2023-2033” be received;

AND THAT Council direct the Mayor and CAO to proceed accordingly and as detailed in the Report with the 2023-2033 Strategic Planning Process.

Background:

The Malahide’s strategic plan created in 2015 was designed to guide Council and Township Staff in priority-setting and decision-making for two terms of Council, or until 2022. The plan is now expired and a new guiding document is recommended that will facilitate decision-making for the next 10 years.

A two-part educational and training session on strategic planning was had with Council in early 2023. The process being proposed in this report reflects the best practices presentations and discussions that took place during those sessions. After exploring ways to engage meaningfully with all stakeholders in Malahide, reflecting on what has worked well before and what can be enhanced, a path forward emerged. This path consists of a phased in approach. Each phase is described in the report.

Comments/Analysis:

The Township is part of a county, a province and a country that are all influenced by global forces and rapidly evolving, adapting to new economic, social, and environmental realities. Most of the services, policies, and programs delivered by the Township are determined by the province, under various acts and policy statements. Although most

actions and decisions are guided by the provincial legislative framework the Township does have discretion over many aspects of service standards, how much money it levies from property taxes, how it spends its budget, how and where it grows and what amenities are provided. These decisions are best made within a larger, long-term vision, one that has been discussed with the community.

To that end, the Township would be embarking on a strategic planning process and would seek to engage our citizens in the reflection, visioning, and planning process in a meaningful way.

The following general process is proposed. It should be noted that the process is broken down in phases to enable Council and Staff to be flexible and adjust along the way.

Phase 1: Survey – June 2023

Phase 1 of the process would consist of a survey, which would be made available online and on paper, at the library, the Township Office and various businesses wishing to participate.

To maximize the response rate and ensure a diverse, inclusive level of participation among constituents, personal invitations to respond to the survey would also be sent by direct mail to 100 residents and business owners, whose addresses would be drawn randomly from each ward and each tax class, using tax roll numbers.

The survey would be promoted via social media, in the newspaper, and through posters around the Township at all public spaces and at various businesses wishing to promote the process.

Phase 1 Cost:

- Internal resources, staff time for the design and production, printing of promotional material
- Advertising, translation
- Survey software license?
- Direct mail to 100 participants (postage, printing)
- Council could consider a direct mail out to all businesses and households. The cost of a direct mail out is approximately \$5,000.

Phase 1b – Interim demographic report

Before closing Phase 1 and proceeding with the analysis of the results, a preliminary report would be issued with data showing the number of responses received with basic demographic indicators such as ward, tax class, age, gender, household income, and education. If key segments of the community are missing from the data, Council would explore further outreach measures, such as a second lottery and direct mail invitations.

The Township would use the latest information from Statistics Canada as a baseline to determine what a balanced representation should look like.

Achieving a balanced representation of input from all parts of the community would be an essential criterion for moving to Phase 2. Diversity, Equity and

Inclusion would be guiding principles at the core of the process, throughout each phase.

It should be noted that achieving a balance of representation does not imply “forcing” anyone to respond to the survey if they wish not to. The goal would be to ensure that everyone has had the opportunity to respond. We would therefore invite everyone to participate, even if it is to say: *I prefer not to respond to this survey.*

Phase 1b Cost: Research and Data Specialist (TBD & as per procurement policies)

Phase 2: Results analysis – July 2023

The proposed survey consists of open-ended questions and would therefore require in-depth analysis to extract key themes and trends. Data / text analysis is a specialized field of expertise and the Township would require some assistance. Possible partnerships with academic institutions and research firms are being explored for the most cost-effective solution.

Phase 2 Cost: Research and Data Specialist (TBD & as per procurement policies)

Phase 3: Town Halls, delegations, presentations – September 2023

Using the results from the Phase 1 survey, a public consultation process would be set up, whereby individuals, advocacy, interest-based, community groups, and businesses would be invited to come and speak to Council.

The town hall invitations for delegations would include a set of specific questions, dilemmas, options that emerged from the survey and on which delegations are asked to comment.

The town hall meetings would also include presentations from staff, upper levels of government and / or other expert guest speakers who would provide information on key issues or policy directives that must be considered by the Township, in addition to public opinion.

To maximize participation, 3 such sessions would be considered, at different times, dates, and locations.

Invitations to the town hall meetings could be sent out with the August tax bill mailing.

Phase 3 Cost:

- Internal costs, staff time in planning and organizing each town hall meeting
- Promotional materials: printing, advertising
- Possible guest speakers
- Refreshments

Phase 4: Deliberations and Draft Plan – October 2023

After the survey and the town hall meetings are completed, a strategic planning session (likely one-day session, or several short sessions) would be organized for Council and senior Township staff. This facilitated session would help “digest”, process and extract key messages from all the data collected to-date.

These deliberations should yield enough information to identify the key elements to be included in a first draft of the Strategic Plan. A small group (e.g. 1 staff + 2 members of Council + facilitator) would be tasked to put together this first draft.

It is possible that at this stage, the draft would contain various options or questions that require further deliberations and public input. To help resolve any emergent dilemmas, Council may consider using a Citizen Panel that could be created from those who expressed interest and availability for such a process in their response to the survey. Depending on the number of people who expressed interest and the extent of community representation, Council may consider using a civic lottery similar to phase 1, to recruit participants for the Panel.

The details of this stage would be determined by the first three phases.

Phase 4 Cost:

- External facilitator (TBD < \$5,000, & as per procurement policies)
- Refreshments / lunch
-

Phase 5: Draft Plan Validation Survey – November 2023

Once the draft plan is finalized, a survey would be sent out using a process similar to Phase 1. The survey would invite comments on the clarity and alignment of the plan. Those who were invited directly through the lottery and responded would be invited to comment on the final outcome.

Phase 5 Cost:

- Internal resources, staff time for the design and production, printing of promotional material
- Advertising, translation
- Survey software license?
- Direct mail to 100 participants (postage, printing)

Phase 6: Final Strategic Plan and Implementation Plan – December 2023

Similar to Phase 4, Council and senior Township staff would participate in a facilitated, half-day workshop to discuss the results of the validation survey, finalize the plan, and develop an implementation plan (e.g. launch, communication, tracking, reporting, implications for operational planning).

Phase 6 Cost:

- External facilitator (TBD < \$5,000, & as per procurement policies)
- Refreshments / lunch

In conclusion, strategic planning and public engagement represent two essential elements of healthy municipal government. Done well, through principles of diversity, equity and inclusion, a strategic plan can provide the clarity and alignment necessary for the corporation to operate efficiently and for council to make key decisions effectively.

Although public engagement is an essential element, it is not to say that the strategic plan is solely guided by public opinion. Our municipality operates within an extensive legislative framework and most of what the Township does is decided by the province.

The strategic planning and public engagement process would be an opportunity to create two-way conversations, where the public becomes more informed about the “non-negotiables” that are delivered by their municipal government, while staff and Council hear and become more informed about the community’s priorities and values.

The 2023-2033 Malahide Strategic Plan can be a dynamic document used to keep the community conversations going. Once published, the work would not stop. Regular check ups and check ins would help us learn and adjust. Our goal would be to keep the document alive and aligned while everything continues to evolve around us.

Financial Implications to Budget:

The Township is fortunate to have access to internal expertise in strategic planning among Council and senior staff, as well as internal skills for organizing all necessary meetings and communication / promotional materials. We are also able to access several publications and resources readily available through various organizations (e.g. National Coalition for Dialogue and Deliberations (NCDD), Mass LBP, ...) as well as a network of public engagement experts willing to provide guidance and advice pro bono.

We are therefore in a position to offer our community a professional process while keeping costs to a minimum, only accessing the external expertise needed at key points in the process such as data analysts, facilitators. Administrative costs would also be minimal and expenses limited to the logistics behind each meeting (printing, setup, refreshments).

Council set aside up to \$50,000 in support of this initiative and the total costs of all phases have been planned in a manner so to not exceed the budgeted amount. In the end, it is well known that a solid strategic plan provides a high return on investment and would save money to the Township by increasing clarity and alignment, by facilitating effective decision-making, and by ensuring more efficient operations.

Submitted by:
Dominique Giguère, Mayor, and Adam Betteridge, Chief Administrative Officer



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Annual General Meeting Minutes of March 3, 2023
Approved April 5, 2023

Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets: none

Staff in attendance:

Judy Maxwell, General Manager
 Aaron LeDuc, Manager of Corporate Services
 Leigh-Anne Mauthe, Interim Manager of Watershed Services
 Zachary Cox, Marketing Coordinator
 Dana McLachlan, Executive Assistant

Auditors:

Ashley Didone	MNP, LLP, Chartered Professional Accountants
Raymond Mile	MNP, LLP, Chartered Professional Accountants

1. Welcome and Call to Order

Chair, John Scholten, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2023 Annual General Meeting. The meeting was called to order at 1:30 pm Friday, March 3, 2023 in the Tillsonburg Administration Office Boardroom.

2. Declaration of Conflicts of Interest

None were declared.

3. Additional Agenda Items

There were no additional agenda items.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
 Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

4. Minutes of the Previous Meeting

- a) Board of Directors Meeting of February 1, 2023

There were no questions or comments.

A-21/23

Moved by D. Beres

Seconded by P. Ypma

That the minutes of the Board of Directors Meeting held February 1, 2023 be adopted as circulated.

Carried

5. Introduction of the Board of Directors and Committees

The members of the Board and the community members of the Lee Brown Marsh Management Committee and the Backus Museum Committee were introduced by Chair Scholten.

6. Introduction and Greetings from Special Guests

Greetings were extended from Jeff Helsdon on behalf of Bobbi Ann Brady, MPP Haldimand-Norfolk, Mayor Ketchabaw on behalf of the Municipality of Bayham and Elgin County, Mayor Jim Palmer on behalf of the Township of Norwich, and Councillor Lucas Oakley on behalf of the County of Brant.

7. Audit and Finance Committee

The Chair called upon Michael Columbus, Chair of the Audit and Finance Committee to present the committee report.

Audit and Finance Committee Chair Columbus reported that the Committee met on February 17, 2023 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2022 financial reports and found that the financial statements fairly presented the Authority's position.

The Chair introduced the auditors, Ashley Didone and Raymond Mile of MNP.

Ms. Didone reviewed the 2022 Audit Findings Report and confirmed their independence throughout the audit process and provided a clean opinion of the Authority's 2022 financial statements.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

Chair Columbus thanked MNP for their services and indicated that the 2022 audit went well.

A-22/23

Moved by S. Patterson
Seconded by D. Brunton

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 17, 2023 be adopted as circulated.

Carried

A-23/23

Moved by T. Masschaele
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the LPRCA 2022 Audit Findings Report from MNP, LLP Chartered Professional Accountants.

Carried

A-24/23

Moved by D. Beres
Seconded by D. Brunton

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2022 audited by MNP, LLP, Chartered Professional Accountants.

Carried

A-25/23

Moved by C. Van Paassen
Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2023 fiscal period.

Carried

8. Notice of Formal Motions

a) Designate Signing Officers

A-26/23

Moved by R. Weisler
Seconded by D. Beres

That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager,

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

and Manager of Corporate Services as designated signing officers for Authority business for the year 2023.

Carried

b) Borrowing

A-27/23

Moved by R. Weisler

Seconded by C. Van Paassen

That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

Carried

c) Designate Conservation Ontario Council Representatives

A-28/23

Moved by T. Masschaele

Seconded by P. Ypma

That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate,

AND

Further that the General Manager be directed to participate on appropriate committees of CO and be authorized to vote in the absence of the designated representatives.

Carried

9. 2022 Annual Report

The General Manager presented the 2022 annual report and provided an overview of the year's activities.

Staff were happy to be back to in-person meetings and managed any challenges that arose in 2022. The Planning Department issued 278 permits, the Flood Forecasting and Warning department issued 13 flood messages, and the Lands and Waters department planted 72,385 trees through various planting programs. The Forestry department conducted an invasive spray program throughout 458 acres of LPRCA forest tracts and facilitated the harvest of timber through four timber tenders.

The Authority lost two former board members in 2022. Sam Lamb represented the Town of Tillsonburg from 1995 to 2010, and Leroy Bartlett represented Haldimand County from 2007 to 2018.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

The GM thanked staff, the Board, municipal partners, the various community partners, and customers for their continued support.

A-29/23

Moved by C. Van Paassen

Seconded by D. Brunton

That the LPRCA Board of Directors receives the 2022 Annual Report as information.

Carried

10. Chair's Remarks

Chair, John Scholten, thanked the current and former members of the Board, the Lee Brown Marsh Management Committee, and the Backus Museum committee and the staff for their dedication and support.

This past year was about adaptation and change for the conservation authority and that will continue in 2023 as everyone navigates and adapts to the revised legislation and associated regulations. Nevertheless, the staff and board will continue to focus on delivering exceptional services and experiences to the residents of the watershed.

11. Stewardship Award Presentation

LPRCA encourages everyone to help enhance and protect the watershed and supports private land stewardship. Consequently, the Long Point Region Conservation Stewardship award was created to recognize those individuals or groups who have made a commitment to environmental sustainability and conservation.

This year, Mary Gartshore, nominated by both former LPRCA Chair and last year's Stewardship Award recipient, Paul DeCloet, and the St. Williams Conservation Reserve's Audrey Heagy, was selected as the recipient of the 2023 Long Point Region Conservation Stewardship Award.

Mary's conservation efforts extend across Canada and around the world. She has conducted field research and biological inventories in various countries, and has played a part in restoring hundreds of hectares of land in the region with native prairie grasses and wildflowers. Mary also served with the LPRCA Board of Directors in 1995 and 1996.

Mary is currently an active member of numerous local environmental organizations and is well known for her expertise and mentorship to others in the field.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

Mary thanked LPRCA for the award and expressed her appreciation to all for the work they do in the watershed. Mary also thanked her partner, Peter Carson, for his support and help in their many endeavours.

12. Service Awards Presentation

The following board and staff were recognized for reaching service milestones with LPRCA this past year.

Robert Chambers, Board Member representing Brant County	15 years
Brandon Good, Superintendent of Conservation Areas	5 years
Dana McLachlan, Executive Assistant	15 years
Bob Dewdney, Marsh Operations Labourer	35 years

13. Planning

a) Section 28 Regulation Approved Permits

Through the General Manager’s delegating authority, 19 applications were approved in the past month. LPRCA-11/23, LPRCA-13/23, LPRCA-22/23, LPRCA-23/23, LPRCA-24/23, LPRCA-210-22-Revised 2, LPRCA-25/23, LPRCA-26/23, LPRCA-27/23, LPRCA-28/23, LPRCA-29/23, LPRCA- 30/23, LPRCA-31/23, LPRCA-33/23, LPRCA-34/23, LPRCA-35/23, LPRCA-36/23, LPRCA-37/23, and LPRCA-38/23.

All of the staff-approved applications met the requirements as set out in Section 28 of the *Conservation Authorities Act*.

A-30/23

Moved by R. Weisler
 Seconded by R. Chambers

That the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated March 3, 2023 as information.

Carried

14. New Business

a) Truck Tender

The 2023 approved capital budget included the replacement of two vehicles with two new pickup trucks. Tender packages were forwarded to ten vendors and three bids were received by the deadline. All bids met or exceeded the requirements specified. Staff recommended the tender be awarded to the lowest bidder.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

A-31/23

moved: P. Ypma

seconded: C. Van Paassen

THAT the LPRCA Board of Directors accepts the tender submitted by Eichenburg Chrysler for two new 2023 Ram 1500 Tradesman Pickup Trucks for \$97,868 (excluding HST).

Carried**b) Lawn Tractor Tender**

The 2023 approved capital budget included the replacement of a 2010 mower. Tender packages were sent to six vendors, and five bids were received by the deadline. All bids met or exceeded the requirements specified with one exception. Staff recommended the tender be awarded to the lowest bidder.

A-32/23

Moved by S. Patterson

Seconded by T. Masschaele

THAT the LPRCA Board of Directors accepts the tender submitted by Norfolk Tractor for the purchase of one Diesel, Mid-Mount Riding Mower (2023 Kubota GR2120-2-54) for \$13,500 (excluding HST).

Carried**14. Adjournment**

The Chair adjourned the meeting at 2:15 p.m.

John Scholten

Chair

Judy Maxwell

General Manager

/dm

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma



**East Elgin Community Complex Board of Management
Minutes**

**April 26, 2023 – 7:00 p.m.
EECC Blueline Room**

The East Elgin Community Complex Board of Management met at 7:00 p.m. with the following present:

Aylmer Council: Mayor J. Couckuyt, Deputy Mayor P. Barbour, Board Member J. Chapman, Board Member A. Oslach, Board Member J. Rauhe

Malahide Council: Mayor D. Giguère, Deputy Mayor M. Widner, Board Member C. Glinski, Board Member S. Leitch, Board Member S. Lewis, Board Member J. H. Wilson

Staff: Aylmer Chief Administrative Officer A. Grozelle, Malahide Chief Administrative Officer. A. Betteridge, Aylmer Director of Operation R. Johnson, Aylmer Treasurer H. Sachs, Aylmer Director of Legislative/ Corporate Services J. Brick, Aylmer Manager Parks and Recreation T. Polland

Absent: Board Member R. Cerna, Board Member W. Vanraes, Board Member K. Desrosiers

1. WELCOME - Chair - Mayor Giguère

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Resolution No.27-23

Moved by Board Member Oslach and seconded by Board Member Chapman:

That the Board adopts the Agenda for the meeting of April 26, 2023.

The motion is Carried.

3. DECLARATION OF PECUNIARY INTEREST

4. **DELEGATIONS**

- (a) Christene Scrimgeour, of Scrimgeour & Company – Presentation of Draft Audited 2022 Financial Statements.

Resolution No.28-23

Moved by Board Member Couckuyt and seconded by Board Member Chapman:

**THAT the Report respecting the 2022 Audited Statements be received as information; and,
THAT the Board approve the 2022 Audited Statements provided by Christene Scrimgeour of Scrimgeour and Company.**

The motion is Carried.

5. **APPROVAL OF PREVIOUS MINUTES**

- (a) Minutes of the EECC Board Meeting held on March 22, 2022

Resolution No.29-23

Moved by Board Member Rauhe and seconded by Board Member Leitch:
That the minutes of the EECC Board Meeting held on March 22, 2022 be approved as presented.

The motion is Carried.

6. **ACTION ITEMS**

- (a) EECC Administrator - Report CAO 27-23 EECC Principle Statement Reserve Accounts

Resolution No.31-23

Moved by Board Member Barbour and seconded by Board Member Widner:

**That Report CAO 27-23 entitled EECC Principle Statement Reserve Accounts, be received for information; and further,
That Board approve the proposed EECC statement in principle respecting Reserve Funds and forwards to member municipalities for consideration of incorporation within their own reserve approaches / financial planning for projected EECC costs.**

The motion is Carried.

- (b) EECC Administrator - Report CAO 28-23 - EECC Q1 Budget to Actual
Resolution No.32-23

Moved by Board Member Chapman and seconded by Board Member Rauhe:

That Report FIN 28-23 entitled East Elgin Community Complex Quarterly Financial Summary Report – Q1 be received for information.

The motion is Carried.

- (c) EECC Administrator - Report CAO 29-23 - Facility Assessment EECC
Resolution No.33-23

Moved by Board Member Rauhe and seconded by Board Member Oslach:

That Report CAO 29-23 entitled Facility Condition Assessment EECC, be received for information; and further,

That Board request additional funding from the member municipalities up to an amount of \$30,000 in total (\$15,000 each) to undertake a Facility Condition Assessment at 531 Talbot Street West; and

That the Board accept the Town of Aylmer's external engineering consultant GM Blueplan to undertake the Facility Condition Assessment.

The motion is Carried.

7. INQUIRIES BY MEMBERS

- (a) Staff provided an update on the signs outside the Complex. Staff are seeking quotes on replacement of the sign.

8. CLOSED SESSION

- (a) Director of Financial Services and Director of Operations - Report OPNS 12-23 - Facility Optimization

Item closed to the public pursuant to Section 239 (2) (d) and (k) of the Municipal Act, 2001 as amended as the subject matter pertains to labour relations or employee negotiations; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Resolution No.34-23

Moved by Board Member Widner and seconded by Board Member Chapman:

That the Board moves into a Meeting Closed to the Public at 8:04pm pursuant to Section 239 (2) (d) and (k) of the Municipal Act, 2001 as amended as the subject matter of report OPNS 12-23 pertains to labour relations or employee negotiations; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

The motion is Carried.

Resolution No.35-23

Moved by Board Member Barbour and seconded by Board Member Chapman:

That the Board rises from the meeting closed to public at 8:28 p.m. And that the Board gave direction to the CAO regarding report OPNS 12-23 respecting Facility Optimization.

The motion is Carried.

9. ADJOURNMENT

(a) Adjournment

Resolution No.36-23

Moved by Board Member Glinski and seconded by Board Member Winder:

That the Board do now adjourn at 8:29 p.m.

The motion is Carried.

Clerk

Board Chair Giguère



EAST ELGIN
Community Complex

111

The Corporation of the Town
of Aylmer 46 Talbot Street West,
Aylmer, Ontario N5H 1J7 Office: 519-
773-3164 Fax: 519-765-1446
www.aylmer.ca

April 27, 2023

Town of Aylmer Council, Andy Grozelle CAO
Town of Malahide Council, Adam Betteridge CAO

Re: EECC Principle Statement Reserve Accounts

Dear Mr. Betteridge and Mr. Grozelle,

At their meeting on April 26, 2023, the East Elgin Community Complex Board of Management passed the below resolution:

Resolution No.31-23

Moved by Board Member Barbour and seconded by Board Member Widner:

That Report CAO 27-23 entitled EECC Principle Statement Reserve Accounts, be received for information; and further,

That Board approve the proposed EECC statement in principle respecting Reserve Funds and forwards to member municipalities for consideration of incorporation within their own reserve approaches / financial planning for projected EECC costs.

The motion is Carried.

Please consider the attached document for financial planning purposes.

Thank you,

Owen Jaggard

Deputy Clerk / Manager of Information Services | Town of Aylmer

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

ojaggard@town.aylmer.on.ca | www.aylmer.ca

EECC Reserve Principle Statement

Purpose

The intent of this statement is to encourage member municipalities to develop reserves to address future costs associated with the EECC. This position is intended to assist municipal partners in meeting their individual requirements for the facility as required under O. Reg 588/17 respecting Asset Management.

Principle Statement

- The Town of Aylmer and Township of Malahide should be encouraged to establish separate reserves in which all annual Operational and Capital surpluses of the EECC should be allocated during year-end processes.
- Member municipalities will retain complete discretion and control over their individual EECC reserve funds.
- Member municipalities will be encouraged to utilize funds in reserve to avoid significant levy impacts that otherwise could occur due to large single year capital investments related to the EECC.
- As the EECC cannot directly incur any debt both municipal partners are encouraged to develop financial plans to meet capital requirements as may be endorsed or amended by the EECC Board within their routine reviews of the EECC's 10-year Capital Plan.
- Capital projects endorsed by the Board and both respective Councils that are not completed within the calendar year shall be reported back to the Board as ongoing capital projects.
- Pending approval of both municipal partners, there is no requirement for the EECC administration to seek approval for capital expenditures related to projects that were approved and did not complete in the previous calendar year as this would levy the same funds twice.
- Pending approval of both municipal partners, the provision for the continuation of Capital projects shall not continue beyond one additional calendar year. All projects that have not been substantially completed within two years shall be reported back to the Board as new capital projects with a detailed explanation of the reasons for delay.
- This principal statement may be amended from time to time by the Board with the intention of assisting municipal partners in long-term asset management planning for the EECC.
- This principal statement represents recommendations to the member municipalities upon the understanding that the Board cannot direct the capital planning of either partner.



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 23-25

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Robinson Drain
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Parts of Lot 2
Concession 9
In the Township of Malahide (geographic Malahide)

AND WHEREAS the Council for The Corporation of the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms a part of this By-law;

AND WHEREAS the property owner, P. & S. ROBINSON (Roll No. 040-130-09), will construct and fund the drainage works being incorporated under this report.

AND WHEREAS zero dollars (\$0.00) is the amount to be contributed by the municipality for construction of the drainage works;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report, dated February 16, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$27,000.00 being the amount necessary for construction of the drainage works.

(b) The Corporation may issue debentures for the amount borrowed less the total amount of,

1. Grants received under section 85 of the Act;
2. Commuted payments made in respect of lands and roads assessed within the municipality;
3. Moneys paid under subsection 61(3) of the Act; and
4. Moneys assessed in and payable by another municipality, and

(c) Such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the Ontario Municipal Improvement Corporation on the date of sale of such debentures.

3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this By-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the date of the passing thereof and may be cited as "Robinson Drain".

READ A FIRST AND SECOND TIME THIS 16th day of March, 2023.

Mayor

Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 4th day of May, 2023.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 23-38

Being a By-law to amend Schedule "A" to By-law No. 16-69 insofar as it prescribes retention periods for documents and records to be kept by The Corporation of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, authorizes a municipality to pass by-laws to exercise its municipal powers;

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

AND WHEREAS Section 255(3) of the Municipal Act, 2001, c. 25, as amended, provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS the Council of The Corporation of the Township of Malahide enacted By-law No. 16-69 to provide for the orderly retention and subsequent destruction or other disposition of its records;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to change the prescribed retention periods for documents and records to be kept by The Corporation of the Township of Malahide;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT Schedule "A" to By-law No. 16-69, insofar as it prescribes the retention periods for documents and records to be kept by The Corporation of the Township of Malahide, be and it is hereby replaced in its entirety with Schedule "A" attached hereto.
2. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 4th day of May, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 4th day of May, 2023.

Mayor, D. Giguère

Clerk, A. Adams



2022-07

TOMRMS SCOPE NOTES & RETENTION SCHEDULE

RETENTION SCHEDULE OVERVIEW

The retention guidelines provided in the following retention schedule are based on our research that identified the citations provided in 03-01-05 Legislation Citations. We are not lawyers and cannot provide legal advice. Each Municipality should seek legal advice, as deemed necessary, to ensure that the retention schedule approved by the Municipality meets its legislative and business obligations. It should also be noted that citation g120 relates to the Limitations Act and indicates that no limitation exists for a variety of proceedings including sexual assault and undiscovered environmental claims. Applying this citation depends on each Municipality's risk tolerance level and the legal advice received by the Municipality. The citation HAS NOT been applied to any classification category. Your Municipality should seek legal advice to identify which records, if any, should be retained to meet potential claims affected by the Limitations Act.

LEGEND:

P – Permanent; * - Maximum Copy Retention; **S** – Superseded; **E** – **Event**
C – Current Year; ** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

	SECONDARY HEADING	DESCRIPTION
A	Administration	Includes records regarding routine administration and office services functions.
C	Council, Boards and By-Laws	Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
D	Development and Planning	Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
E	Environmental Services	Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.
F	Finance and Accounting	Includes records regarding the management of funds.
H	Human Resources	Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
J	Justice	Includes records regarding POA and Court activities.
L	Legal Affairs	Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
M	Media and Public Relations	Includes records regarding the municipality's relationship with the media and the general public.
P	Protection and Enforcement Services	Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
R	Recreation and Culture	Includes records regarding the provision of recreational and cultural services to the community.
S	Social and Health Care Services	Includes records regarding social services and health care programs.
T	Transportation Services	Includes records regarding the development and improvement of transportation systems (roads and public transit).
V	Vehicles and Equipment	Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A01	Associations and Organizations	Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as Drayton & Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	Year End Date	1 Year	Association/Organization Name	Membership Fees - see F01				
A02	Staff Committees and Meetings	Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.	Meeting Date	4 Years **	Committee Name	Council Minutes and Agenda - see C03	Council Minutes and Agenda - see C04	Standing Committees - see C05	Standing Committees - see C06	Health & Safety Committee Meetings - see H04

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A03	Computer Systems and Architecture	Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.	Superseded Date	6 Years	Application	Reports - file by subject	Acquisitions - see F18			
A04	Conferences and Seminars	Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.	Event Date	1 Year** Archival review if sponsored by the Municipality	Conference/Seminar	Speeches and Presentations - see M08	Accommodation & Travel Arrangements - see A13	Employee and Council Expenses - see F09	Ceremonies and Events - see M02	Invoices - see F01
A05	Consultants	Records contained should be filed in other classification categories.	File Closed Date	2 Years**	Vendor Name, Consultant	Reports - file by subject	Consulting relationship management and evaluation - see A15	Project based monitoring of consultant activities - see project file	Procurement, Quotations and Tenders - see F18	Invoices - see F01

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.	Year End Date	6 Years	Year	Assets - see F06	Controlled Drug Substances - see S18	Petroleum Products - see E24		
A07	Office Equipment and Furniture	Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.	Disposal Date	1 Year	Department	Computer Hardware and Software - see A03	Service Agreements - see L14	Assets - see F06		
A08	Office Services	Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	File Closed Date	1 Year	Year					
A09	Policies and Procedures	Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Superseded Date	15 Years ***	Document Type, Responsible Department, Approval Date					
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.	Superseded Date	Dispose	Year, Approval Date	Retention By-Law - see C01	Policies and Procedures - see A09	Records Disposition - see A11		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A11	Records Disposition	Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Disposition Date	Permanent	Year, Approved By, Approval Date					
A12	Telecommunications Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	Superseded Date	Dispose	Responsible Department	Licenses - see P09	Assets - see F06	Long Distance Call Records - see F01	Agreements - see L04	Agreements - see L14
A13	Travel and Accommodation	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	Year End Date	1 Year	Year	Employee and Council expenses - see F09				
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.	Superseded Date	Dispose *** Selective Archival						

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A15	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	File Closed Date	2 Years**	Vendor Name	Purchase Orders and Requisitions - see F17	Office Equipment - owned and leased - see A07	Fleet Management - see V01		
A16	Intergovernmental Relations	Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	Year End Date	5 Years**	Year, Document Type	Legislation - see L10	Legislation - see L11			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A17	Information Access and Privacy	Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).	File Closed Date	2 Years	Year	Copies of the Act - see L11	Non MFIPPA Complaints and Inquiries - see M04			
A18	Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.	Year End Date	5 Years		Vandalism Reports - see P05	Computer Security - see A03			
A19	Facilities Construction and Renovations	Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality.	File Closed Date	Project finished and no outstanding issues + 2 Years**	Project Document Type (meeting notes, report, design document, inspection document), Responsible Department	As-Builts and drawings - see A27				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A20	Building and Property Maintenance	Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators.	Year End Date	5 Years Setup tests and manuals = Equipment removed + 1 year	Year, Responsible Department	Parks Management - see R04	Building Systems - see A26			
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Year End Date	1 Year	Year					
A22	Accessibility of Services	Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.	File Closed Date	5 Years	Municipal Building, Responsible Department	Report on services - see A25				
A23	Information Systems Production Activity and Control	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	Year End Date	2 Years						

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A24	Access Control and Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	Superseded Date	Dispose						
A25	Performance Management/ Quality Assurance	Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry.	File Closed Date	6 Years	Document Type (Key Performance Indicator, Report)	Employee performance appraisal - see H03	Council Goals & Objectives - see C08	Financial Regulatory reporting, FIR and MPMP - see F27		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A26	Building Structure Systems	Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	Superseded Date or life of system/asset	Dispose	Building Name					
A27	Drawings	Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Superseded Date or life of system/asset	Dispose	Building					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
C01	By-Laws	Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.	Superseded Date	p**	Approval Date, Responsible Department			
C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	Superseded Date	Dispose	Municipality			
C03	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Meeting Date	5 Years				
C04	Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.	Meeting Date	p** working notes = 6 Years copies = 2 Years		Council Committees - see C05	Council Committees - see C06	Reports to Council - see C11
C05	Council Committee Agenda	Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Superseded Date	Dispose**				
C06	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Meeting Date	6 Years**				
C07	Elections	Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	File Closed Date	day action took effect or voting day + 4 Years Ballot = 120 days after voting or resolution of recount	Document Type (voters list, notices, ballots)			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
C08	Goals and Objectives	Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry.	Superseded Date	10 Year **	Year	Environmental Planning - see D03	Official Plan - see D08	
C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	Meeting Date	p** copy = 1 Year				
C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	Superseded Date	Dispose	Municipality			
C11	Reports to Council	Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	Meeting Date	p**	Council Report Type (investment report, staff report)			
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	File Closed Date	p**	Appointment Date			
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.	File Closed Date	2 Years				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
D01	Demographic Studies	Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	Superseded Date	10 Years **	Demographic Study Document Type (census report, population growth)	Vital Statistics - see L12					
D02	Economic Development	Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.	Superseded Date	10 Years**		Demographic Studies - see D01	Residential Development - see D04	Tourism Development - see D06	Industrial/ Commercial Development - see D21		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
D03	Environment Planning	Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.	Superseded Date	15 Years **		Environmental Monitoring - see E05	Environmental Monitoring - see E13	Environmental Monitoring - see E14	Environmental Monitoring - see E15	Waste Management - see E07	Source Water Protection Committee - see E20
D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Superseded Date	10 Years **							

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D05	Natural Resources Planning	Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Superseded Date	5 Years**		Tree maintenance - see E04	Natural Resource management and preservation - see E18				
D06	Tourism Development	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.	Superseded Date	10 Years**							
D07	Condominium Plans	Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	File Closed Date	P Applications = 2 years after final decision	Condominium Planning Document Type (drawing, technical report, working notes)						

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D08	Official Plans	Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	File Closed Date	P**	Office Planning Document Type (amendments, planning, policies)						
D09	Official Plan Amendment Applications	Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	File Closed Date (Final decision or reflected in revised official plan +)	5 Years							
D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	File Closed Date	6 Years	Land Registration Date						
D11	Site Plan Control	Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	File Closed Date	P Application = 2 years after final decision	Site Plan Control Document Type (correspondence, approvals)	Systems for Servicing Land - see relevant subject.	Site Plan Agreements - see L04				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
D12	Subdivision Plans	Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.	File Closed Date	P Application = 2 years after final decision	Subdivision Plan Document Type (drawings, technical reports, working notes, background information)	Subdivision Agreements - see L04					
D13	Variance Applications	Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.	File Closed Date	P		Budget Variances - see F05					
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	File Closed Date	Final decision + 2 Years		Zoning By-Laws - see C01	Variances - see D13				

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D15	Easements	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.	File Closed Date	6 Years**	Termination of Right Date	Original Agreements - see L04					
D16	Encroachments	Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	File Closed Date	7 Years**	Termination of Right Date	Original Agreements - see L04	Original Encroachment By-Laws - see C01				
D17	Annexation/ Amalgamation	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.	File Closed Date	P**							

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
D18	Community Improvement	Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.	File Closed Date	6 Years **	Program	Economic Development - see D02					
D19	Municipal Addressing	Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Superseded Date	10 Years **							
D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	File Closed Date	P							
D21	Industrial/ Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	File Closed Date	10 Years **		Agricultural Development - see D23					

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D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format as in a GIS.	Superseded Date	Dispose - Excludes actual data residing on these systems							
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	File Closed Date	10 Years**							
D24	Official Plan Background	Includes reports pertaining to amendments and changes to the Official Plan.	File Closed Date	5 Years							
D25	Deeming Process	Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	File Closed Date	2 Years							

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D26	Development Charges Study	Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	File Closed Date	10 Years **							

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
D27	Part Lot Control	Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	File Closed Date (final decision)	5 Years							

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.	File Closed Date (project completed & no outstanding issues)	2 Years Specifications = life of the asset as per A27	Waste Management - see E07	Storm Sewers - see E02	Treatment Plants - see E03	MOE Approvals - see E21	Drawings/ As Built's and specifications - see A27
E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.	File Closed Date (project completed & no outstanding issues)	2 Years Specifications = life of the asset as per A27	Drawings/ As Built's and specifications - see A27				
E03	Treatment Plants (Wastewater Treatment and Collection Systems)	Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.	File Closed Date (Report made or equipment decommissioned)	5 Years Specifications = life of the asset as per A27 Plans = cease to apply + 2 Years	Private Sewage Disposal Systems - see E12	Drawings/ As Built's and specifications - see A27			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E04	Tree Maintenance	Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Year End Date	5 Years					
E05	Air Quality Monitoring	Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders.	File Closed Date (later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5)	5 Years**	Water Quality - see E13 to E15	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Land Quality Monitoring - see E23	
E06	Utilities	Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	File Closed Date	5 Years**	Site Plans - see D11				
E07	Waste Management	Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports.	File Closed Date	Cease to Apply - 10 Years** post landfill site closure documentation = closure + 25 Years	Sanitary Sewers - see E01	Environment Planning - see D03	Private Sewage Disposal Systems - see E12	Annual reports on blue boxes, recycling program, etc. - see A25	

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E08	Water Works (Drinking Water Plant)	Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.) May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records.	File Closed Date	15 Years Specifications =Permanent as per A27	Water Pumping Stations - see E03	Drawings/ As Built and specifications - see A27			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E09	Drains	Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.	File Closed Date	5 Years** Specifications =Permanent as per A27	Drawings/ As Built and specifications - see A27				
E10	Pits and Quarries	Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	File Closed Date	5 Years** Specifications = life of the pit or quarry	License/ permits - see P09				
E11	Nutrient Management	Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.	File Closed Date	5 Years ** or expiry of plan + 2 years	Strategy/plan review – see A25				
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	File Closed Date	7 Years ** Specifications = life of system					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E13	Water Monitoring	Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.	File Closed Date (created, approved or plan no longer in force)	15 Years	Air Quality Monitoring - see E05	Land Quality Monitoring - see E23	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Annual reports - see A25

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E14	Water Sampling	Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.	File Closed Date (created, approved or plan no longer in force)	15 Years (child care facility plumbing flush and water testing = 6 Years)	Air Quality Monitoring - see E05	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Facilities Routine water use, monitoring & testing - see P21	
E15	Chemical Sampling of Water	Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.	File Closed Date (created, approved or plan no longer in force)	15 Years	Air Quality Monitoring - see E05	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Facilities Routine water use, monitoring & testing - see P21	

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E16	Backflow Prevention and Cross Connection Control	Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	File Closed Date	15 Years					
E17	Energy Management	Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	File Closed Date (End of reporting period to which relates)	7 Years					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E18	Natural Heritage	Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release.	File Closed Date (end of plan or designated year)	3 Years	Natural Resources Planning - see D05	Tree Maintenance - see E04	Conservation district plans - see R01	Archaeological and heritage site investigation reports - see R01	
E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	File Closed Date (created, approved or facility no longer in force)	15 Years					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E20	Source Water Protection	Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes	File Closed Date (created, approved or plan no longer in force)	15 Years	Risk Management Plans and/or Assessments - see D03	Prohibition Notices and Orders - P20	Contracts and Agreements - Simple (Not Under Seal) - L14	Nutrient Management - E11	Soil Contamination - E23
E21	Ministry of The Environment (MOE) Environmental Compliance Approvals	Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	File Closed Date (Cease to apply)	3 Years					
E22	Private/Small Water Systems	Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	File Closed Date	15 Years maintenance = as long as equipment in use					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E23	Land Quality Monitoring	Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.	File Closed Date	7 Years	Water Quality - see E13 to E15	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Air Quality Monitoring - see E05	Natural Heritage - E18

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E24	Gasoline Storage and Dispensing	Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).	File Closed Date	7 Years tank install, inspection = system removed + 5 Years	Underground storage abandonment record - see L07	Major spills - see E23			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
E24	Gasoline Storage and Dispensing (Cont'd)	Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations.			Underground storage abandonment record - see L07	Major spills - see E23			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F01	Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.	Fiscal Year End Date (For welfare & child care payments E = provincial government year end)	7 Years		Cancelled Cheques - see F07	Employee and council expenses - see F09	
F02	Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.	Fiscal Year End Date	7 Years		Write-offs - see F23	Tax Assessments, Rolls and Tax Arrears - see F22	
F03	Audits	Includes records regarding internal and external financial audits of accounts.	File Closed Date	6 Years		Operational audits - see relevant subject.	Audited Financial Statements - see Financial Statements, F10	
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	Fiscal Year End Date	7 Years	Financial Institution	Banking Statements - see F07		
F05	Budgets and Estimates	Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Fiscal Year End Date	6 Years **				
F06	Assets	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.	File Closed Date (Asset Disposal Date)	10 Years **	Asset	Land Acquisition and Sale - see L07		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F07	Cheques	Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.	Fiscal Year End Date	6 Years		Banking - see F04		
F08	Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.	File Closed Date (Debentures surrendered for exchange/cancellation)	6 Years		Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14		
F09	Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.	Fiscal Year End Date	7 Years	Responsible Department, Employee Name	Attendance - see H01	Honoraria and fees to Council - see F16	
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.	Fiscal Year End Date	P - Permanent		all working notes, calculations and background documentation, see F26		
F11	Grants and Loans	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	File Closed Date (Loand Repayment Date)	6 Years				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	Account Closure Date	6 Years	Investment Type, Financial Institution			
F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Fiscal Year End Date	6 Years				
F14	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Fiscal Year End Date	7 Years **		Documents and vouchers used to support entries - see relevant subject in this Primary.		
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry.	Fiscal Year End Date	P - Permanent				
F16	Payroll	Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.	Fiscal Year End Date	6 Years	Employee Name	Payroll Registers, Subsidiary Ledgers, Registers and Journals - see F14	Non-payroll related government and statistical reporting - see F27	
F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Fiscal Year End Date	7 Years	Vendor Name	Quotations and Tenders - see F18		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F18	Quotations and Tenders	Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	File Closed Date (Unsuccessful bids - retain for 1 year from contract award)	7 Years **		successful quotations and tenders - see Contracts and Agreements, L04		
F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Fiscal Year End Date	7 Years				
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Fiscal Year End Date	6 Years				
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.	Fiscal Year End Date	7 Years (Records related to mortgages must be kept for 10 years)		Accounts Receivable - see F02	Tax Rolls - see F22	
F22	Tax Rolls and Records	Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	Fiscal Year End Date	Permanent tax rolls = when no longer required for planning purposes		Accounts Receivable - see F02	Mortgage Companies - see F02	Correspondence related to tax issues that are not of a long term importance - see F02

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F23	Write-Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Fiscal Year End Date	6 Years (Court services write-offs – 37 years)		Accounts Receivable - see F02		
F24	Trust Funds	Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Fiscal Year End Date (or last date of residence)	7 Years				
F25	Security Deposits	Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Account Closure Date	6 Years				
F26	Working Papers – Financial	Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance.	File Closed Date (Completion of Audit)	1 Year		Financial Statements - see F10		
F27	Regulatory Reporting Financial	Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.	Fiscal Year End Date	6 Years		Performance management & quality assurance - see A25		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H01	Attendance and Scheduling	Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.	File Closed Date	5 Years driver's daily logs = 6 months public vehicle and trip reports – 1 year	Employee Name, Responsible Department	Individual Time Sheets - see F16	Vacation Time and Pay - see F16	
H02	Benefits Program	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.	File Closed Date	Dispose **	Benefit Program Type (group insurance, dental plan, canada savings bond)	Payroll - see F16	Individual Pension and Benefit records - see H10	

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H03	Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act.	File Closed Date (Employee Departure Date)	<p>date employee ceased to be employed by employer + 5</p> <p>Drinking Water system training record = 5</p> <p>confined space training = cease to perform work and at least 5 years</p> <p>salt program training = 7</p> <p>Long-term care home staff = termination + 7</p> <p>Firefighter employment terms = 25</p>	Employee Name, Department	Grievances - see H14	Harassment - see H15	Health & Safety Training - see H04

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H04	Health and Safety	Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes.	File Closed Date	3 Years Accident reports for construction projects retained with project 1 year after project completion	Date of Incident	Accidents of the Public - see P05	Lost-time reports and claims - see H13	
H05	Human Resource Planning	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records.	Superseded Date	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	Year, Approval Date	Employee Records - see H03		
H06	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Superseded Date	Dispose **	Salary Classification, Approval Date			
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	File Closed Date (Contract End Date)	10 Years**		Collective Agreement - see L04		
H08	Organization Design	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Superseded Date	Dispose **	Department	Job Descriptions - see H06		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H09	Salary Planning	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.	Superseded Date	5	Year, Approval Date	Employee Records - see H03		
H10	Pension and Benefits Records	Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.	File Closed Date (Employee Departure Date)	6 Years	Employee Name, Department	Deductions for pensions - see F16	General information on pension plans - H02	Payments made to OMERS - F01
H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	File Closed Date	1 Year	Department, Date Posted	Successful applications - see H03		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H12	Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.	File Closed Date	<p>Date when that particular course ceases to be offered + 2**</p> <p>salt use training materials – 7 years</p> <p>drinking water training materials– 5 years</p> <p>Only courses developed and presented by the Municipality are subject to archival selection</p>	Department	Individual Employee Training Records - see H03		

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H13	Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report	Resolution Date (could use File Closed Date)	3 Years Hazardous exposure claims = longer of 40 years or 20 years after last record made	Claim Type, Date of Incident	Non lost-time incidents or accidents - See H04	Self-insured STD - See H04	
H14	Grievances	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.	Resolution Date (could use File Closed Date)	10 Years	Received Date	Harassment & Violence - see H15		
H15	Harassment and Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.	Resolution Date (could use File Closed Date)	3 Years Accident reports for construction projects retained with project 1 year after project completion	Received Date	Grievances - see H14	Abuse investigation records not involving staff - P08	
H16	Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	File Closed Date (Employee Departure Date)	7 Years	Employee Name, Department			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	File Closed Date	40 Years or 20 years after last record of exposure	Date of Incident			
H18	Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	Resolution Date (File Closed Date)	When STD/LTD claims are resolved + 3 Years	Employee Name, Department			
H19	Disability Management	Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	File Closed Date (day issued or earlier as may be specified by Commission)	5 Years	Date of Incident			
H20	Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists.	File Closed Date	1 year or the period necessary to ensure 2 most recent records retained		Health & Safety - see H03	Staff training - see H12	
H21	Employee Recognition	Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.	File Closed Date	5 Years	Employee Name, Department			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
H22	Employee Certifications	Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	Expiry Date (File Closed Date)	2 Years	Employee Name, Department			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION
J01	Certificates of Offence (Part I)	Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.	File Closed Date (Completion Date)	2 Years	Date of Incident	Part 1 accident and careless driving matters - see J02
J02	Informations Part III / Accident and Careless Driving Part I	Includes all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	File Closed Date (Completion Date)	6 Years	Date of Incident	
J03	Control Lists / Justice Reports	Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Superseded Date	4 Years		
J04	Court Dockets	Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	File Closed Date	3 Years statement of defence – not set to trial = 5 Years	Docket Number	
J05	Transcripts & Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	File Closed Date	6 Years **		
J06	Enforcements & Suspensions	Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	File Closed Date	8 Years	Incident Number	
J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Co	File Closed Date	7 Years		Appeals & Hearings (Municipal) - L01

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J08	Statistics/Payment Tracking	Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.	File Closed Date	8 Years		
J09	Disclosure	Includes information requested by individuals in preparation for	File Closed Date	6 Years		
J10	Certificates of Conviction (Part 2)	Includes Court and POA records including Part 2 - Certificates of C	File Closed Date	6 Years		

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L01	Appeals and Hearings	Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards.	Resolution Date (after resolution of appeal)	P	Date of Incident	Litigation - see Claims - L02	Litigation - see Claims - L03	Harassment & Violence - see H15	
L02	Claims Against the Municipality	Includes all litigation and insurance claims made by other parties against the municipality.	Resolution Date (after resolution of appeal)	2 Year ultimate limitation = 15 Years	Received Date	Appeals and Hearings - see L01			
L03	Claims by The Municipality	Includes all litigation and insurance claims made against other parties by the municipality.	Resolution Date (after resolution of claim and all appeals)	2 Years		Appeals and Hearings - see L01			
L04	Contracts and Agreements - Under By-Law	Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.	Contract End Date	15 Years **	Vendor	Office Equipment Maintenance Agreements - see L14	Contracts regarding Land - see L07	Insurance Policies - see L06	Line fence agreements - see P01
L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	File Closed Date (After a new appraisal has been don)	15 Years	Municipal Property				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
L06	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	File Closed Date	Expiry of policy + 15	Policy Type	Employee Group Insurance - see H02	Third Party Contracts - see L04	Insurance Claims - see L03	
L07	Land Acquisition and Sale	Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals.	File Closed Date	Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed		Tax sales - see F22			
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.		S**					
L09	Precedents	Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.		S**					
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.		S					
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.		S					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
L12	Vital Statistics	Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.	Last Modified Date	P (may be captured in provincial registry?) Marriage licences 2 years		Population Statistics - see Demographic Studies - D01			
L13	Prosecutions	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	File Closed Date	Delivery of judgement + 7	Prosecution Date	By-Law Enforcement - see P01	Appeals and Hearings - see L01		
L14	Contracts and Agreements - Simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL)	Contract End Date	Expiry of contract + 2** Long term care service providers = expiry + 7	Vendor	Contracts and Agreements Under By-Law - L04	Line Fences agreements - see P01		

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M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	File Closed Date	1**		News Releases - see M06	Recruitment - see H11	Elections - see C07	
M02	Ceremonies and Events	Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.	Event Date	5**		permit to hold event - see P11			
M03	Charitable Campaigns/Fund Raising	Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.	File Closed Date	1		Receipts - see F19			
M04	Complaints, Commendations and Inquiries	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.	File Closed Date	5**	Received Date	Accessibility of Records (Freedom of Information) requests - see A17	Grievances or harassment/ violence complaints by or against employees - see H14	Grievances or harassment/ violence complaints by or against employees - see H15	Employee recognition - see H21
M05	News Clippings	Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	File Closed Date	1**	Year	Clippings used as reference material - see relevant subject.			
M06	News Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	File Closed Date	1**	Year, Topic				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
M07	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	File Closed Date	S** S+3 if publication is subject to copyright or trademark	Published Date, Publication Type				
M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	File Closed Date	3**		Media coverage of speeches/presentations - see M05	News Releases - see M06		
M09	Visual Identity and Insignia	Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	File Closed Date	S+5**					
M10	Website and Social Media Content	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.	File Closed Date	S + 2	Social Media Type (Facebook, Instragra, Twitter), Date Posted, Year	Published website content - see M07			
M11	Public Relations and Public Awareness	Incudes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	File Closed Date	5**	Topic				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	File Closed Date	copyright, patent or trademark expired or last use + 5 years					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
P01	By-Law Enforcement	Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.	File Closed Date	6**	Incident Number	Health & Fire Inspections - see P07	Investigations - see P08	Environmental Monitoring - Industrial/Commercial - see E05	Prosecutions - see L13	Animal Control Enforcement - see P14	Lottery license Enforcement - see P09
P02	Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official.	File Closed Date	5**	Year						
P03	Emergency Planning and Response	Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	File Closed Date	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies							

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P04	Hazardous Materials	Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills	File Closed Date	S+5		Staff Safety Training - see H04	Personal exposure - see H17	Manifests - see E07			
P05	Incident/Accident Reports	Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	File Closed Date	5	Date of Incident	Security - see A18	Accidents of Municipal Staff - see H04	Compensation claims and vehicle accidents - see L02 or L03	Long Term Care Home medication incidents - see S18	Private Child Care Centre incidents - see S14	Municipal Child Care Centre incidents - see S10
P06	Building and Structural Inspections	Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force.	Fiscal Year End Date or Calendar Year End Date	inspections = 2 initial fire system test report = life of system	Inspection Date, Performed By	By-Law Enforcement - see P01					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
P07	Health and Fire Safety Inspections	Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties.	File Closed Date	S, minimum 1 year		Internal Health & Safety Inspections - see H04	Routine building and structural inspections - see P06				
P08	Investigations	Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.	File Closed Date	10**	Investigation Number or Incident Number	By-law Enforcement - see P01	Harassment & Violence staff investigations - see H15				
P09	Licences	Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc.	File Closed Date	Expiry of licence + 2	Licence Type (dog, liquor, business, etc)	Marriage Licences - see L12					
P10	Building Permits	Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.	File Issued Date	P	Building Permit Number	All other permits - see P11					

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
P11	Permits – Other	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, transport oversize loads, erect signs, park on the street, etc.	File Issued Date	Expiry of permit + 2	Permit Number, Permit Type	Building Permits - see P10	Encroachment Permits - see D16	Burial Permits - see S09	Road and lane opening/closings - see T09		
P12	Warrants	Includes all warrants issued for By-Law enforcement purposes.	File Closed Date	Execution of warrant + 2 Court services search warrants – 40 years Occurrence/ investigation closed or disposition of charge + 5	Incident Number						
P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity.	File Closed Date		Criminal Record Number	Staff Police Background Checks - see H16	Investigations - see P08	Prosecutions - see L13			
P14	Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records.	File Closed Date	date animal was last in the pound + 2	Contact Person	Dog Licenses - see P09					

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P15	Community Protection Programs	Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	File Closed Date	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	Community Protection Program Type						
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services	File Closed Date	S+5	Emergency Service Type						
P17	Ems And Fire Significant Incident and Impact Reports	Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	File Closed Date	S+5	Incident Number						

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P18	Ems And Fire Accident Response Reports	Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.	File Closed Date	S+5	Report Type	Investigations - see P08					
P19	Ems And Fire Statistics	Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	File Closed Date	S+2							
P20	Prohibitions & Notices	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	File Closed Date	15							

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
P21	Facilities Routine Water Use, Monitoring and Testing	Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.	File Closed Date	pools and recreational camps = 1 child care facility plumbing flush and water testing = 6	Test Date, Location or Facility						

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
R06	Recreational Programming	Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	File Closed Date	program development & evaluation = 3** program registration = 1 attendance fee collection = 6					

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S01	Children's Day Care and Day Nursery Services	Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements.	File Closed Date	S (review after 3 years)	Program Type, Document Type	Children's services not related to day care and nursery schools – see S07	Day care and nursery school enrolment records – see S10	Home day care program clients – see S15	Medical client records - see S06	Day care and day nursery facility operation records - see applicable category	Water, Plumbing and flushing records - see P21	Fire drill records - see H04

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S02	Elderly and Supportive Assistance Services	Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a long term care facility, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports.	File Closed Date	5 (review after 3 years)		Long Term Care Facility Residents - see S03	Long Term Care Operations - see S18	Disability Support Clients - see S11				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S03	Long Term Care Facility Clients	Includes records regarding individual residents of retirement residences and homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.	File Closed Date	Discharged + 10	Client Name, Document Type	General program information - see S02	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P04	Serious occurrences and abuse allegations involving municipal staff - see H15				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S04	Community and Social Assistance Services	Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs.	File Closed Date	5 (review after 3 years)		Ontario Works Case Records - see S05	Social Housing Programs - see S12	Housing and Homelessness research and initiatives - see S12	Social and health care planning and management - see S18	Programs for the elderly and persons with disabilities - see S02		

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S05	Ontario Works Clients	Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.	File Closed Date	date of last entry + 5 outstanding overpayment = overpayment resolved + 5 Fraud investigation = fraud resolved + 5 outstanding family support issues = 10	Client Name, Document Type	General program information - see S04						
S06	Medical Case Clients	Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.	File Closed Date	discharged as a client + 15 years Note: reportable diseases may be longer	Client Name, Document Type							

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S07	Children's Services	Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children's Aid Society) information as well.	File Closed Date	S (review after 3 years)		Medical client case records - see S06	Day care and day nursery programs - see S01					
S08	Public Health	Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.	File Closed Date	S (review after 5 years)		Medical Client case files - see S06						

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S09	Cemetery Interment	Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.	File Closed Date	p** Transfer to archives if no longer managed Burial permits = 2	Cemetery Location, Plot Number	Building and Property Maintenance - see A20	Promotional materials - see M07	Price lists and cemetery operation - see S20				
S10	Day Care and Day Nursery Clients	Application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.	File Closed Date	Last participated date + 3	Client Name, Document Type	Handicapped children services - see S07	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P08	Serious occurrences and abuse allegations involving municipal staff - see H15				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S11	Disabilities Support Clients	Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.	File Closed Date	no longer receiving support + 7	Client Name, Document Type	Children's program information - see S07	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P08	Serious occurrences and abuse allegations involving municipal staff - see H15				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S12	Housing Services	Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.	File Closed Date	10		Resources used to assist potential tenants - see S04						

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S15	Home Child Care Program Clients	Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.	File Closed Date	Last participated date + 3	Client Name, Document Type	Day care and day nursery clients - see S10						

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S16	Social and Health Care Planning and Management	Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.	File Closed Date	7 years								
S17	Client Care Coordination	Includes records regarding individual clients and their care coordination planning.	File Closed Date	no longer receiving support + 10	Client Name, Document Type	Public health medical client information - see S06						

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S18	Long Term Care Operations	Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.	File Closed Date	4		complaints - see M04	serious occurrence and abuse allegations investigation - see P04	Food preparation & Service monitoring - see S19				

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S19	Food Preparation & Service	Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.	File Closed Date	1								
S20	Cemetery Operations	Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.	File Closed Date	Contract fulfilled or no longer applies + 6 years		burial permits, interment records, etc. - see S09						

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
T01	Illumination	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	File Closed Date	Removal of the equipment + 6 Specifications = P				
T02	Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	File Closed Date	Closure of lot or space + 6				
T03	Public Transit Operations	Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination.	File Closed Date	Closure of route/ shelter/ stop + 1**, 2 year minimum retention		Accessible transportation application and approval - see S11	Driver scheduling - H01	
T04	Road Construction	Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc.	File Closed Date	project finished + 1** Specifications = P	Road, Project Number, Project Manager	Design and Planning - see T05	Routine maintenance and minor improvements to road systems - see Road Maintenance - see T06	As-Built - see A25
T05	Road Design and Planning	Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	File Closed Date	project finished + 1** Specifications = P	Road, Project Number, Project Manager			

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
T06	Road Maintenance and Salt Usage	Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.	File Closed Date	project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	Road, Project Number, Project Manager	Non salt usage training records - see H03		
T07	Signs and Signals	Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.	File Closed Date	Removal of sign/signal + 1		Visual Identity Program - see M09	Sign Permits - see P11	
T08	Traffic	Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events.	File Closed Date	project finished + 1** Temporary road closures = 2 years		Permits for temporary closure - see P11		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
T09	Roads and Lanes Openings/ Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.	File Closed Date	project finished + 1**	Road	Temporary road closures - see T08	Land Sales - see L07	Road Closing By Laws - see C01
T10	Field Survey/Road Survey Books	Includes engineering field survey notes as well as books.	File Closed Date	project finished + 1				
T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	File Closed Date	project finished + 1 Specifications = P	Location or ID			

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V01	Fleet Management	Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.	File Closed Date	termination of lease) + 2 public vehicles trip record = 1 Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	Vehicle Identification Number, Document Type	Insurance Policies - see L06	Accident Claims - see L02, L03	Leases/ Contracts - see L14
V02	Mobile Equipment	Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	File Closed Date	Disposal of equipment + 1	Equipment ID			
V03	Transportable Equipment	Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	File Closed Date	Disposal of equipment + 1	Equipment ID			
V04	Protective Equipment	Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.	File Closed Date	Disposal of equipment + 1	Equipment ID	Uniforms and Clothing - see A14		

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
V05	Ancillary Equipment	Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.	File Closed Date	Disposal of equipment + 1 Set-up tests = until superseded	Equipment ID	Gasoline storage tanks - see E24	Mechanical & operational systems integral to building structure - see A26	Private/small water systems - see E22

	SECONDARY HEADING	DESCRIPTION	SUGGESTED RETENTION TRIGGER	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	SUGGESTED METADATA	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
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THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-39**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on May 4, 2023, in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 4th day of May, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 4th day of May, 2023.

Mayor, D. Giguère

Clerk, A. Adams