



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday, September 11, 2023

IMPORTANT NOTICE: This meeting will be held in person and will be open to the public in the Council Chambers. It will also be recorded and livestreamed electronically on the “Village of Merrickville-Wolford” YouTube channel accessible by clicking [here](#).

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes**
 - Approval of Minutes – regular Council meeting of August 14, 2023
 - Approval of Minutes – special Council meeting of August 21, 2023
 - Receipt of Minutes – Library Board meeting of July 18, 2023
5. **Delegations**
 - Tina Stevens – Valley Heartland CFDC
 - Rob Thompson – Rob Thompson Construction Ltd.
6. **Planning**
 - Algonquins of Ontario Letter & Planning Report – Forbes Symon
7. **Public Works**
 - Report PW-07-2023: Storage Space Update
8. **CAO**
 - Site Access and Construction Agreement – Walsh
9. **By-laws**
 - By-law 44-2023: Records Retention By-law
10. **Proclamations**
 - National Legion Week: September 17-23, 2023
11. **Notices of Motion**
 - Pride Month (Deputy Mayor Barr)
 - Replacement of Baseball Diamond Lights (Mayor Cameron)
 - Municipal Wide Garbage and Recycling Service (Mayor Cameron)
 - Request RFQ to Improve Road Infrastructure (Mayor Cameron)
 - Committee of the Whole (Councillor Ireland)
 - Reduction of Speed Limits on Kilmarnock & Roses Bridge Roads (Mayor Cameron)
 - Letter of Support for New Horizons for Seniors Grant Application (Deputy Mayor Barr)
12. **Public Question Period to Council**
13. **Next meeting of Council:** Tuesday, October 10, 2023 at 7:00 p.m.
14. **Confirming By-Law:** 43-2023 re: Confirm Proceedings of Council meeting of September 11, 2023
15. **Adjournment**

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of September 11, 2023 as:

___ circulated.

___ amended.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of August 14, 2023, as

_____ circulated.

_____ amended.

Carried / Defeated

Michael Cameron, Mayor

The Corporation of the Village of Merrickville-Wolford

Monday, August 14, 2023, 7:00 p.m.

Chaired by: Mayor Michael Cameron
Members of Council: Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff in Attendance: Doug Robertson, CAO/Clerk
Julia McCaugherty-Jansman, Deputy Clerk
Kirsten Rahm, Treasurer/ Manager, Finance
Brad Cole, Manager, Operations/ Fire Chief
Dan Halladay, Chief Building Official

Guests: Neil Caldwell, Jp2g Consultants
Brian Whitehead, Jp2g Consultants
Michael Faddock, Jp2g Consultants
Curtis Millar, Jp2g Consultants
Dr. Linna Li, Leeds, Grenville & Lanark District Health Unit
Tina Stevens, Valley Heartland CFDC

IMPORTANT NOTICE: This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the “Village of Merrickville-Wolford” YouTube Channel accessible by clicking [here](#).

Disclosure of Pecuniary Interest and the general nature thereof: None.

Approval of Agenda

R-246-23 Moved by Deputy Mayor Barr, Seconded by Councillor Ireland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of August 14, 2023, as amended.

(Note: The agenda was amended to move the delegation of Dr. Li directly following the in-camera session on the agenda.)

Carried as amended.

In-Camera

R-247-23 Moved by Councillor Gural, Seconded by Councillor Maitland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an “In-Camera” session at 7:04 p.m. under Section 239(2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
2. Personal matters about an identifiable individual, including municipal local board employees.

Carried.

Rise and Report

R-248-23 Moved by Deputy Mayor Barr, Seconded by Councillor Ireland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the “In-Camera” session of the regular Council meeting, with staff being given direction, at 7:27 p.m.

Carried.

Delegations

R-249-23

Moved by Councillor Gural, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Dr. Linna Li, Medical Officer of Health/CEO, Leeds, Grenville & Lanark District Health Unit, regarding her introduction as the new Medical Officer of Health for the Leeds, Grenville & Lanark District Health Unit, for information purposes.

Carried.

Minutes

R-250-23

Moved by Deputy Mayor Barr, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of July 10, 2023, as circulated.

Carried.

R-251-23

Moved by Councillor Gural, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of July 10, 2023, as circulated.

Carried.

R-252-23

Moved by Councillor Ireland, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of July 25, 2023, as circulated.

Carried.

R-253-23

Moved by Deputy Mayor Barr, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes from the Merrickville Public Library Board meeting held on March 8, 2023, for information purposes.

Carried.

R-254-23

Moved by Councillor Maitland, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes from the Merrickville Public Library Board meeting held on June 6, 2023, for information purposes.

Carried.

R-255-23

Moved by Councillor Gural, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes from the Merrickville Public Library Board special meeting held on June 27, 2023, for information purposes.

Carried.

Planning

R-256-23

Moved by Councillor Ireland, Seconded by Deputy Mayor Barr

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning report from Forbes Symon of Jp2g Consultants Inc. regarding Planning comments on the application for Draft Plan of Subdivision 07-T-20234, for information purposes, and approve the recommendations within the report authored by Forbes Symon.

(Note: The motion was amended to include the following wording at the end of the motion: “and approve the recommendations within the report authored by Forbes Symon”).

Carried as amended.

R-257-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning report from Forbes Symon of Jp2g Consultants Inc. dated July 21, 2023, with respect to Consent Application B-60-23 and Municipal Questionnaire Form, for information purposes;

Now Therefore Be It Resolved That Council does hereby recommend support of Consent Application B-60-23 to the Consent Granting Authority with the following standard conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant provide payment of cash-in-lieu of parkland.
4. That the applicant obtain a rezoning of the severed parcel to recognize a reduced minimum lot size of 0.7 ha.

Carried.

R-258-23 Moved by Councillor Gural, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive a verbal update from Neil Caldwell, Jp2g Consultants Inc. regarding the STP Capacity Calculation Memo dated July 4, 2023, and the Summary of Merrickville STP Overflow Event on April 5, 2023 dated June 27, 2023, for information purposes.

Carried.

Public Works

R-259-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the 2023 Gravel Roads Needs Study from Jp2g Consultants Inc., for information purposes.

Carried.

Council directed staff to bring back a report to the October regular meeting regarding the traffic counts that will be collected on the gravel roads.

R-260-23 Moved by Councillor Gural, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report PW-06-2023, being a report to update Council on the Read Street project, for information purposes.

Carried.

R-261-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report PW-05-2023, being a report to show the progress of the Operations Department throughout the first half of 2023, for information purposes.

Carried.

Delegations

(Note: Tina Stevens, delegation for Valley Heartland CFDC, had to withdraw from the meeting prior to their delegation. Council agreed to have staff reach out to Ms. Stevens to reschedule the delegation to a future Council meeting.)

Fire Department

R-262-23 Moved by Councillor Maitland, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report FD-01-2023 for information purposes.

Carried.

Finance

R-263-23 Moved by Councillor Gural, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report FIN-08-2023, being the 2nd quarter report of the Finance Department, for information purposes.

Carried.

CBO

R-264-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CBO-02-2023, being the 6-month report from the Building Department for the first half of 2023, for information purposes.

Carried.

Correspondence

R-265-23 Moved by Councillor Ireland, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence letter from Trish Adams and Barry Phillips, co-organizers of the Merrickville European Classic Car Show, dated July 4, 2023, regarding the request to waive all fees related to the rental of the fairgrounds for the Merrickville European Car Show 2023, access to the Community Centre washrooms and kitchen facilities, and for permission to post directional signage;

AND THAT Council does hereby approve all requests as included in the letter on the chosen date for the Merrickville European Classic Car Show 2023.

Carried.

R-266-23 Moved by Deputy Mayor Barr, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Nick Previsich, Merrickville Artists' Guild, dated July 30, 2023 requesting an exemption of the administrative fees listed in Schedule 'A' of the signage By-law 24-10, and permission for the placement of signs throughout the Village of Merrickville-Wolford in support of the 2023 Annual Studio Tour to be held September 30- October 1, 2023;

AND THAT Council does hereby approve the request.

Carried.

R-267-23 Moved by Deputy Mayor Barr, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Omar Simonyi, Vice President of Theatre Night in Merrickville, dated July 31, 2023, regarding the request to move the boxcars behind the

Community Centre to a firmer foundation for the purpose of preserving their structural integrity and for storage, for information purposes.

Carried.

Council directed staff to bring back a report to Council regarding the cost of storage solutions for TNIM.

CAO

R-268-23

Moved by Deputy Mayor Barr, Seconded by Councillor Ireland

Be it hereby resolved that:

By-law 41-2023, being a by-law to establish a Blockhouse Museum Municipal Services Board, be read a first and second time, and that By-law 41-2023 be read a third and final time and passed.

Carried.

Notices of Motion

Deputy Mayor Barr read the following Notice of Motion onto the record for consideration at the next regular Council meeting:

Be it hereby resolved that:

WHEREAS the Corporation of the Village of Merrickville-Wolford supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS all people regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, genetic characteristics or disability have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS the Corporation of the Village of Merrickville-Wolford accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS the Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, plus (2SLGBTQI+) communities contribute to the cultural, civic, and economic successes of the Municipality; and

WHEREAS to bring awareness to the 2SLGBTQI+ Pride movement, the Corporation of the Village of Merrickville-Wolford will, each year, display the Progress Pride Flag for the month of June. The Progress Flag represents: life, healing, light, prosperity, serenity, spirit, marginalized citizens of colour, and transgender and non-binary citizens.

NOW THEREFORE: Corporation of the Village of Merrickville-Wolford does henceforth proclaim June as "Pride Month" and encourages our residents to reflect on the ongoing struggle for equality members of the 2SLGBTQI+ community face and to celebrate the contributions that enhance our Municipality.

Mayor Cameron read the following Notice of Motion onto the record for consideration at the next regular Council meeting:

Be it hereby resolved that:

WHEREAS the ball diamond lights have been burnt out for a couple years, this has not allowed the Municipality to capture all the interest shown in the booking of the ball diamonds, thus losing revenue opportunity;

WHEREAS there are funds available to the Municipality to replace the burnt out lights, which was discussed and confirmed at our recent budget discussions;

WHEREAS we have received ongoing questions from members of the public and local leagues about replacing the burnt out lights;

WHEREAS baseball diamonds that have a full complement of lighting extends the season, spring, fall and night games allowing more games to be played thus capturing more revenue;

WHEREAS keeping our sports facilities in good standing order, attracts interest in growth and has a direct benefit to the community both physically and mentally;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to replace the burnt out ball diamond lights, to provide safe usage of the facilities, and benefit the remainder of the 2023 season, and insure that the facilities are ready to support the upcoming 2024 baseball season;

AND FURTHER THAT staff replace the burnt out lights immediately to limited our liabilities.

Mayor Cameron read the following Notice of Motion onto the record for consideration at the next regular Council meeting:

Be it hereby resolved that:

WHEREAS it is a Municipalities responsibility to deliver core services to it's residents, collection of solid waste materials and recyclables, is one of those core services, and plays a vital role in the cleanliness and sustainability of our communities;

WHEREAS a Municipal wide waste collection service delivered to all resident, insures that waste materials and recyclable items are being collected on a constant schedule, when waste is not disposed of properly, it can leak harmful pollutants into the air, soil and water, our current model does not meet that need in the rural area, putting some neighbourhoods at risk;

WHEREAS given our geography, making It challenging for some residents to consistently make time to drive to the landfill, some rural residents have up to a 24km drive one-way on a weekly basis, growth is expected to continue for the next ten to fifteen years, under our current model, the number of visits per day currently to our landfill would be unsustainable, the service needs to evolve to meet current and future demand;

WHEREAS current residents have been asking for garbage and recycling collection to expand to all rate payers;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to bring back to council two options for a Municipal wide garbage and recycling collection model, one through a private provider and the other an in-house model;

AND THAT staff is to reach out to Rideau Lakes, as they have a well-established in house garbage and recycling collection model that covers all residents both on public and private roads, and are able to provide a true cost of an in house model;

AND FURTHER THAT the costing for the two options are to be delivered to Council by years end 2023 or before for consideration in the 2024 capital budget.

Mayor Cameron read the following Notice of Motion onto the record for consideration at the next regular Council meeting:

Be it hereby resolved that:

WHEREAS it is in the best interest of the Municipality to capture and maximize opportunity in growth;

WHEREAS a shortage of housing in Ontario has resulted in the high cost of housing and reduced affordability especially for first time home buyers who look to rural areas for better affordability and remote work opportunities;

WHEREAS addressing this challenge requires planning and preparation by municipalities in line with the Provincial Policy;

WHEREAS it is in the best interest of the tax payers of Merrickville-Wolford, to strengthening our financial position in the long term, to attract and capture these opportunities for growth in the rural ward which is already being realized by surrounding Municipalities;

WHEREAS ongoing complaints about the present condition of rural roads infrastructure in the rural ward points to a serious issue that is limiting the attractiveness to developers and rural settlement in general;

NOW THEREFORE BE IT RESOLVED THAT the council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to request quotes for upgrading each of the five gravel roads discussed during the 2023 budget sessions, those roads being Pioneer Road, Land O’Nod Road, Carley’s Corners Road, Yule Road and Corktown Road. The scope of work is to meet current Engineering Practices and Ontario Provincial Standards for rural roads to be rebuilt to a standard to receive a tar and chip surface expected to have a long service life, and include all roadside clearing from fence line to fence line and ditching to effectively drain water and improve sightlines for safety;

AND THAT staff investigate provincial infrastructure grants and loan opportunities that can assist in financing these projects;

AND FURTHER THAT the quotes and financing plan be delivered to Council by November 2023 or before consideration in the 2024 capital budget.

Councillor Ireland read the following Notice of Motion onto the record for consideration at the next regular Council meeting:

Be it hereby resolved that:

WHEREAS the municipality will benefit from the sharing of operational information with Council throughout the year, facilitating better two-way communication between Council and staff on important topics in the areas of finance, public works, buildings, and economic development;

AND WHEREAS a series of Committee of the Whole meetings each year will provide a forum for discussing results, plans, priorities, and ideas for increasing value-add for taxpayers, and importantly will result in earlier approval of annual operating and capital budgets;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby create the Committee of the Whole having the following guiding principles:

1. The entire Council meets with senior staff and department heads on a quarterly basis to review progress reports, forecasts, and plans for the following quarter including capital plan for the following year. Additional Committee meetings may be called as needed.
2. Additional topics related to new ideas and best practices gleaned from other municipalities are encourage to be discussed and debated.
3. Discussion between Council and staff members is intended to be informal. The main goal is improving communications and gaining understanding of challenges and opportunities for achieving continuous improvement.
4. Decisions affecting the business of the municipality will not be made in this committee, but direction may be provided to staff to undertake research and report back. Recommendations from this Committee will be forwarded to Council when a business decision is required.

AND THAT Council directs staff to:

1. Schedule quarterly Committee meetings on a mutually agreeable weekday afternoon in the 4th week of the months of January, April, July and October each year, starting in October 2023.
2. Prepare agendas and minutes for each meeting; minutes to be circulated within 7 days following each meeting.
3. Prepare progress reports for each department including quarterly and YTD activity levels, financial results and year-end forecasts for review and discussion during Committee meetings.

Carried.

Deferred Items

(Note: The following deferred motion was withdrawn by Councillor Ireland, therefore it was not considered or voted on).

Be it hereby resolved that:

WHEREAS the municipality will benefit from sharing financial information with Council throughout the year, facilitating a streamlined budget approval process and ensuring opportunities for infrastructure grants are not missed. Inclusion of designated Council and community members in a collaborative budget development process will balance operational needs against benefit to taxpayers. This will result in earlier approval of annual operating and capital budgets, ensuring projects and initiatives can move forward without delay;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby create a Finance Committee having the following guiding principles:

1. Ensure draft operations and capital budgets are ready for presentation to Council by the 4th Monday of January each year.
2. Review quarterly financial results and year-end forecasts during the months of April, July and October each year to understand challenges and opportunities.
3. Review and pursue grant opportunities for infrastructure improvements.
4. Provide guidance to staff in meeting the vision of Council for financial diligence.

AND THAT the Finance Committee be comprised of the following members:

1. The Manager of Finance plus optionally one additional staff member from the Finance Department.
2. Two Councillors to be named each term who will fill the roles of Committee Chair and Note-Taker. For the 2022-2026 term, Deputy Mayor Barr and Councillor Ireland are named with roles yet to be decided.
3. One or two residents having demonstrated financial acumen.

AND FURTHER that Council directs staff to:

1. Advertise for residents to fill the two committee positions and have candidates for appointment ready for the regular September Council meeting.
2. Be prepared for the first Finance Committee meeting in October with the 3rd quarter actuals, year-end forecasts, and long list of potential 2023 capital items for each department.

Public Question Period to Council

None.

Confirming By-Law

R-269-23 Moved by Councillor Gural, Seconded by Councillor Maitland

Be it hereby resolved that:

By-law 40-2023, being a by-law to confirm the proceedings of the regular Council meeting of August 14, 2023, be read a first and second time, and that By-law 40-2023 be read a third and final time and passed.

Carried.

Adjournment

R-270-23

Moved by Councillor Ireland, Seconded by Deputy Mayor Barr

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 10:10 p.m. until the next meeting of Council on Monday, September 11, 2023 or until the call of the Mayor subject to need.

Carried.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of August 21, 2023, as

_____ circulated.

_____ amended.

Carried / Defeated

Michael Cameron, Mayor

The Corporation of the Village of Merrickville-Wolford

Monday, August 21, 2023, 4:00 p.m.

Chaired by: Mayor Michael Cameron
Members of Council: Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff in Attendance: Doug Robertson, CAO/Clerk
Julia McCaugherty-Jansman, Deputy Clerk

IMPORTANT NOTICE: This meeting was held in person and was open to the public in the Council Chambers. However, there were no open session reports for this special Council meeting and the in-camera session of the meeting was closed to the public.

Disclosure of Pecuniary Interest and the general nature thereof: None.

Approval of Agenda

R-271-23 Moved by Deputy Mayor Barr, Seconded by Councillor Gural
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the special Council meeting of August 21, 2023, as circulated.

Carried.

In-Camera

R-272-23 Moved by Councillor Ireland, Seconded by Councillor Maitland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an "In-Camera" session at 4:01 p.m. under Section 239 (2) of the Municipal Act, 2001, as amended, to address matters pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees.
2. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
3. A proposed or pending acquisition or disposition of land by the municipality or local board.

Carried.

Julia McCaugherty-Jansman, Deputy Clerk, withdrew from the meeting at 4:55 p.m. and did not return.

Rise and Report

R-273-23 Moved by Deputy Mayor Barr, Seconded by Councillor Ireland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In-Camera" session of the special Council meeting, with staff being given direction at 5:43 p.m.

Carried.

Notices of Motion

None.

Confirming By-Law

R-274-23 Moved by Councillor Maitland, Seconded by Councillor Gural

Be it hereby resolved that:

By-law 42-2023, being a by-law to confirm the proceedings of the special Council meeting of August 21, 2023, be read a first and second time, and that By-law 42-2023 be read a third and final time and passed.

Carried.

Adjournment

R-275-23 Moved by Deputy Mayor Barr, Seconded by Councillor Gural

Be it hereby resolved that:

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 5:45 p.m. until the next meeting of Council on Monday, September 11, 2023 or until the call of the Mayor subject to need.

Carried.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes from the Merrickville Public Library Board meeting held on July 18, 2023, for information purposes.

Carried / Defeated

Michael Cameron, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on July 18, 2023 at 6:30 pm at the Merrickville Public Library.

Present: M-W: Kait Brady, Jane Coghlan, Chris Eyton, Charles Merredew, Margaret Gural (Council Rep)

Montague: Olivia Enns

and Mary Kate Laphen (CEO)

Public: Cheryl Geeson and Kirsten Finstad (Friends of the Library)

1. Meeting called to order at 6:35 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Moved by Charles; seconded by Jane. . **ADOPTED.**

4. **Approval of Minutes:**

- Mar 8/23 board meeting – Moved by Olivia; seconded by Margaret. **ACCEPTED** (one abstention).
- June 6/23 board meeting – Moved by Kait; seconded by Jane. **APPROVED.**
- June 27/23 special board meeting – Moved by Charles; seconded by Olivia. **APPROVED.**

5. **Correspondence:** None.

6. **Questions/ Presentations from Public:**

- Request to rent the Meeting Room to hold a fee-based storytelling workshop series in the fall. Reviewed restrictions re: commercial use in the current MPL Facilities Policy.
- **MOTION: interim policy amendment:** That use of the meeting room for commercial purposes be decided on a case-by-case basis (based on connection to the Library's mission). The renter will pay an agreed upon fee and will provide any required insurance. This arrangement to be assessed and reconsidered when the MPL Facilities Policy undergoes its regular term review by the Board. Moved by Margaret; seconded by Kait. **APPROVED.**
- Mary Kate will communicate the Board's decision and make arrangements.

7. **Friends of the Library Report:** Cheryl Geeson (Chair of the Friends) gave the Board an overview of the group, its fundraising activities, and the services and programs

8. **Report from Council:** see item 10(c) – Audited financial statement.

9. **Librarian's Report:** see below.

10. **Other Business:**

a) **Updates**

i. **Reminder re: AODA training:** reminder to complete the training (preferably by the end of the summer) and forward the certificate/documentation to Mary Kate.

ii. **Building Work:**

- **Water Unit:** This is moving forward and is the process of being scheduled. The work is being managed by OCWA, but done by Nelson Water; the invoice will come to the Library.
- **Roof Work:** still pending. Mary Kate will follow up on an estimated start date.

iii. **Computer Upgrades:** Public computers have been assessed by IT person. Preliminary repairs and recommendations done. Will proceed with hardware upgrades in Aug/Sept.

iv. **Sponsorship Opportunity:** Library has been approached by Parkview re: sponsorship possibilities, although nothing specific has been proposed. The Library's Partnership and Sponsorship policy was shared for information. Mary Kate is directed to discuss this further with the Parkview representative.

b) **Audited Financial Statement:** Reviewed audited financial statement for 2022.

MOTION to approve: Moved by Jane, seconded by Margaret. **APPROVED.**

c) **Insurance:** Checked with OLS re: whether library boards typically have directors' liability insurance. It has not been considered necessary given the cost. Mary Kate to inquire as to the cost with our insurer. Have only just received copy of the library's insurance policy, deferred to next meeting.

d) **Building/Lease:** Reviewed and amended draft of email and comments on lease to be sent to municipal law firm.

MOTION: to approve email and comments as discussed. Moved by Charles; seconded by Kait. **APPROVED.** Mary Kate will send.

e) **Policy Review:**

i. **Board By-laws:** reviewed policy and proposed updates, for approval at next meeting.

ii. **Policy Creation Policy:** reviewed. **MOTION to approve:** Moved by Margaret; seconded by Jane. **APPROVED.**

iii. **Other Policies:** deferred.

11. **Next meeting:** Tues, Aug 15 at 6:30 pm in the Library.

12. Meeting adjourned..

Librarian _____

Chairperson _____

Librarian's Report:

Statistics

March	Mar 2023	Feb 2023	March 2022	Mar 2021	Mar 2020
Patrons	1280 (incl. mtgs) + 6 Zoom 108 OverDrive users (unique)	915 (incl. mtgs) <i>[includes 206 from Snowflake Festival]</i> 106 OverDrive users:	845 +17 Zoom + 93 OverDrive users (unique)	735 98 OverDrive users (unique)	571 (621 w/mtgs) +OverDrive unique users: 71
(Kids/Youth)	408 (87k / 321y)	269 (101k / 168y)	169 (56 k, 113 y)	98 (24k / 74y)	119 (17k / 102y)
(Progs)	190- at lib (23 prgs) 2 – out of lib (1 prgs) 40 Seed Lib users Class Visits: 125 (8 CVs @ lib) 0 (0 CVs to School)	105- at lib (16 prgs) + 206 (Snowflake Fest) 58 – out of lib (5 prgs) Class Visits: 24 (2 CVs @ lib) 43 (2 CVs to School)	In Liby 79 (6 prgs + Mar Brk) Zoom 7 (1 prog) Seed Library - 21 (119 pks)	In Library – 19 (3prg + 1 take home) Virtual Programs 36 (3 prgs) 52 views (YouTube)	47-in (5 prgs in) 12-out of Lib (2 prg out)
Mtg Rm users	75 – in lib (13 mtg) 6 – Zoom (1 mtg)	96 – in lib (13 mtg) 21 – Zoom (3 mtgs)	In Lib – 40 (4 mtgs) Zoom – 10 (2 mtg)	3 in liby (1 mtgs) 31 Zoom (5 mtgs)	50 (7 mtgs)
Circulation	TOTAL: 3194 Lib: 2104 (A-1141, J/T – 963) OverDrive: 973 (circ) Kanopy 117 (plays) Seed Lib- 259 pks	TOTAL: 2636 Lib: 1593 (A-943, J/T – 647) OverDrive: 899 circ Kanopy 144 (plays)	Total: 2355 Lib: 1562 (A -943, J/T – 619) OverDrive: 674 (circ) Kanopy: 119 plays	TOTAL: 2192 Lib: 1424 (A-1036, J&T-388) OverDrive: 635 (circ) Kanopy 133 (plays)	TOTAL: 1810 Lib: 1280 (A-889, J-372, T-19) OverDrive: 478 (circ) Kanopy 52 (plays)
Computer / Internet use (+wireless):	252 (84 / 157 wifi / 11 ipad)	153 (59 / 90 wifi / 4 ipd)	121 (51 / 67 wifi / 3 tablet)	157 (68 / 89 wifi)	224 (97 / 123w / 4 Tab)
ILL borrowed/lent:	77 in / 62 out	50 in / 41 out	95 in / 46 out	93 in / 42 out	37 in / 32 out

April	April 2023	Mar 2023	April 2022	April 2021	April 2020
Patrons	1160 +100 (Seedy Sat) 112 OverDrive users (unique)	1280 (incl. mtgs) + 6 Zoom 108 OverDrive users (unique)	914 +100 (Seedy Sat) +14 Zoom 103 OverDrive users (unique)	369 104 OverDrive users (unique)	"45" (phone/ e-requests) (45 w/mtgs) +OverDrive unique users: 91
(Kids/Youth)	285 (66 k, 219 y)	408 (87k / 321y)	178 (53 k, 125 y)	0 (0k / 0y)	0 (0k / 0y)
(Progs)	In Liby 117 + 100 (19 prgs + Seedy Sat) 54 – out of lib (5 prgs) 30 Seed Lib users Class Visits: 61 (4 CVs @ lib)	190- at lib (23 prgs) 2 – out of lib (1 prgs) 40 Seed Lib users Class Visits: 125 (8 CVs @ lib) 0 (0 CVs to School)	In Liby 114 + 100 (11 prgs + Seedy Sat) Zoom 0 Seed Liy - 32 usrs /131 pks	Take & Make – 43 (4) Seed Library – 7 Virtual Programs 37 (3 prgs) 56 views (YouTube)	0-in (0 prgs in) Facebook video - Storytime 92 – 1+ min views 105 – engagement

			Seedy Sat - 88 pks + Seed Exchange		
Mtg Rm users	In Lib – 127 (17 mtgs)	75 – in lib (13 mtg) 6 – Zoom (1 mtgs)	In Lib – 38 (8 mtgs) Zoom – 14 (2 mtg)	0 in liby (0 mtgs) 39 Zoom (6 mtgs)	0 (0 mtgs)
Circulation	Total: 2996 Lib: 1823 (A -886, J/T – 937) OverDrive: 966 (circ) Kanopy: 207 plays Seed Liby - 132 pks Seedy Sat - 88 pks + Seed Exchange	TOTAL: 3194 Lib: 2104 (A-1141, J/T – 963) OverDrive: 973 (circ) Kanopy 117 (plays) Seed Lib- 259 pks	Total: 2341 Lib: 1611 (A -945, J/T – 666) OverDrive: 662 (circ) Kanopy: 68 plays	TOTAL: 1800 Lib: 1041 (A-696, J&T-345) OverDrive: 655 (circ) Kanopy 104 (plays)	TOTAL: 639 Lib: 0 OverDrive: 566 (circ) Kanopy 73 (plays)
Internet use (+wireless):	200 (64 / 131 wifi / 5 tablet)	252 (84 / 157 wif / 11 ipad)	124 (60 / 56 wifi / 8 tablet)	99 (16 / 83 wifi)	64 (0 / 64w / 0 Tab)
ILL borrowed/lent:	58 in / 57 out	77 in / 62 out	58 in / 53 out	61 in / 62 out	102 / 49

	May 2023	April 2023	May 2022	May 2021	May 2020
Patrons	1337 + 2 Zoom 94 OverDrive users (unique)	1160 +100 (Seedy Sat) 112 OverDrive users (unique)	987 +48 (ECO-Champs) + 6 Zoom 94 OverDrive users (unique)	328 + 67 Zoom 93 OverDrive users (unique)	101 (<i>porch pick up & phone/erequests</i>) (101 w/mtgs) +OverDrive unique users: 83
(Kids/Youth)	370 (93 k, 277 y)	285 (66 k, 219 y)	266 (88 k, 178 y)	7 (1k / 6y)	0 (0k / 0y)
(Progs)	In Liby 135 (19 prgs) 69 – out of lib (6 prgs) Seed Liby – 32 usrs / Class Visits (in) – 79 (5 cv)	In Liby 117 + 100 (19 prgs + Seedy Sat) 54 – out of lib (5 prgs) 30 Seed Lib users Class Visits: 61 (4 CVs @ lib)	In Liby 124 + 48 (17 prgs + ECO-Champs) Zoom 0 Seed Liby - 33 usrs / 95 pks Class Visits (in) – 64 (5 cv)	Take & Make – 8 (1) Seed Library – 12 Virtual Programs 35 (6 prgs) 40 views (4 stories -YouTube)	0 (0 Programs in or out) Facebook video - Storytime 173 – 1+ min views 136 – engagement
Mtg Rm users	In Lib -86 (14 mtgs)	In Lib – 127 (17 mtgs)	In Lib – 68 (13 mtgs) Zoom – 6 (1 mtg)	0 in liby (0 mtgs) 32 Zoom (5 mtgs)	0 (0 mtgs)
Circulation	Total: 2847 Lib: 1751 (A -915, J/T –851, things – 28) OverDrive: 937 (circ) Kanopy: 159 plays Seed Liby - 131 pks	Total: 2996 Lib: 1823 (A -886, J/T – 937) OverDrive: 966 (circ) Kanopy: 207 plays Seed Liby - 132 pks Seedy Sat - 88 pks + Seed Exchange	Total: 2364 Lib: 1607 (A -927, J/T – 680) OverDrive: 637 (circ) Kanopy: 120 plays	TOTAL: 1653 Lib: 928 (A-611, J&T-313) OverDrive: 633 (circ) Kanopy 92 (plays)	TOTAL: 1232 Lib: 421 (A-242, J-161, T-18) OverDrive: 719 (circ) Kanopy 92 (plays)
Internet use (+wireless):	315 (99 / 206 wifi /10 ipad)	200 (64 / 131 wifi / 5 tablet)	126 (48 / 77 wifi /18 tablet)	71 (16 / 55 wifi)	295 -25% (234 / 59w / 16 Tab)
ILL borrowed/lent:	79 in / 52 out	58 in / 57 out	46 in / 28 out	69 in / 42 out	9 / 1

June	2023	May 2023	2022	2021	2020
Patrons	1205 104 OverDrive users (unique)	1337 + 2 Zoom 94 OverDrive users (unique)	1122 (w/mtgs) & OverDrive unique users: 94	360 (w/mtgs) & OverDrive unique users: 94	279 (w/mtgs) +OverDrive unique users: 85
(Kids/Youth)	310 (99k, 211 y)	370 (93 k, 277 y)	324 (81 / 243)	36 (18 / 18)	21 (8 k / 13 y)
(Progs)	In Liby 110 (14 prgs) 23 – out of lib (3 prgs) Seed Liby – 17 usrs / Class Visits – 50 (3 in) 216 - (10 out))	In Liby 135 (19 prgs) 69 – out of lib (6 prgs) Seed Liby – 32 usrs Class Visits (in) – 79 (5 cv)	Lib progs – 161 (19 prgs) Zoom progs – 0 (0 prgs) Class Visits: 388 (6-in, 14-out) Seed Liby: 6 Vax Proof: 2	Lib progs – 11 (2 progs) Zoom progs – 21 (3 prgs) YT storytime – (4 stories) Views: 42	0 (no programs in or (out). Facebook video - Storytime 48 – 1+ min views 63 – engagement
Mtg Rm users	In Lib - 57 (10 mtgs)	In Lib -86 (14 mtgs)	71 + 1 Zm (10 mtgs; 1 hybrid)	0 (mtgs)	0 (0 mtgs)
Circulation	Total: 2825 Lib: 1773 (A -1038, J/T – 695; things: 37) OverDrive: 831 (circ) Kanopy: 221 plays Seed Liby - 51 pks	Total: 2847 Lib: 1751 (A -915, J/T –851, things - 28) OverDrive: 937 (circ) Kanopy: 159 plays Seed Liby - 131 pks	Total: 2500 Lib: 1740 (A – 981, J/T – 759) OverDrive: 657(circ) Kanopy: 103 (plays)	Total: 1916 Lib: 1113 (A – 613, J/T – 498) OverDrive: 660(circ) Kanopy: 143 (plays)	TOTAL: 1294 Lib: 678 (A – 399, J/T – 253) OverDrive: 573 (circ) Kanopy 43 (plays)
Internet use (+wireless):	272 (83 / 178 wifi /11 ipad)	315 (99 / 206 wifi /10 ipad)	211 (66 / 137w / 8 tab)	66 (17 / 49w)	112 (16 / 96w / 0 Tab)
ILL borrowed/lent:	46 in / 43 out	79 in / 52 out	60 in / 32 out	55 in / 49 out	10 in / 25 out

Library visits and circulation were up significantly from 2022 throughout the spring. We continued to have a lot of class visits, programs, and meeting room use. Use of computers and internet were also up (although still lower than pre-pandemic). There was increased use of the e-collections and our physical collection.

Programs & Services:

Children's Programs:

StoryTime, French StoryTime, Saturday Play Days, Class visits, and Playgroup and Daycare visits continued to run throughout the spring. French StoryTime didn't really take off, but the others continued to do well. Continuing to make story visits to PlayGroup (most weeks) and Daycare (monthly). Class visits were mostly from Ste Marguerite, but also had visits from one Merrickville Public School class through the year and from some Merrick Prep students. In June I did visits to Montague School and Merrickville School – some of those classes also visited the Library.

March Break activities went well and the combination of staff-led crafts and 'DIY' activities worked well.

The **TD Summer Reading Program** runs through July & August. It combines a prize draw (kids earn tickets by reading books) and a weekly craft/activity session. We are also using a donation for programming from the Ladies Dart Club to bring in a local entertainer to do a science show as part of the Summer Program.

Will also have an **Art4Youth workshop** for older kids and teens in August. There has also been a lot of advance interest in the museum passes.

Eco-Champions was very successful this year. The Library did not host the awards presentation this year, but we are displaying all the entries for the summer.

Adult Programs:

Running during the spring: **Off the Shelf, Library Book Club, the Meditation drop-in** (Health Centre), **Bereavement Group** (Health Centre), **and the Hospice Satellite Office** (Beth Donovan Hospice), the **Ladies Art Group** and the **Knitting Group**. The Hospice has discontinued their Satellite Office here, as it didn't take off.

The **Seed Library** has been open since late February. The very successful Seedy Saturday event was held Apr 22 – this included a seed exchange and guest speakers.

Internet/Computers: use levels has increased over the spring. There has been an increase in visits and computer use by youth as well.

InterLibrary Loans: use levels remain fairly steady. Use generally goes down during the summer when book clubs are on hiatus.

Meeting Room: was used quite regularly during the spring for programs and meetings. This also drops during the summer.

Collection: The Spring-Summer bestsellers are coming in. Have added a lot of new kids and teen books in time for the summer program (purchased at the Scholastic sale). Have added additional Radon Detectors thanks to Simon Air (we now have 7 for loan) and have caught up with demand. I am about to put in the fall best-seller order.

Volunteers: All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection. Some of our volunteers take the summer off, but we have others in taking their place. I have a high school student assisting with the summer program (for her volunteer hours)

Facilities: See Other Business (10a, ii).

Accessibility Plan: Have added the grab rail and some anti-slip tape to the ramp.

Publicity/Outreach: continuing to write a column for the Phoenix and to update the webpage and social media (including groups). Am reaching out to the schools re: kids programs, and our project partners to publicize these.

Partnerships/Outreach: The Library is running programs with or hosting meetings for: the Merrickville Ladies Club, Beth Donovan Hospice, Trails Society, Health Centre, Sustainable Merrickville-Wolford, Eco-Champions, Chamber of Commerce, Fair Board, schools, daycare, Playgroup. I am assisting the Historical Society with supervising the summer Blockhouse staff.

Professional Development, Meetings, etc: Attended CEO meetings coming up in April (in person) & May (virtual), and one in June on emergency procedures. Attended the Little Branches, Rural Roots small library conference (Arnprior) in May and did a presentation on starting a Seed Library.

Donations: have received a number of in memoriam donations mostly for children's books and programs.

Grants, etc: Applications for the provincial Public Library Operating Grant should go live sometime in Aug.

Plans for month: continuing to run the Summer Reading Program through the summer, proceeding with computer upgrades, purchasing books as per the memorial donations and for the Story Trail, moving ahead with Seed Library workshops, ECO-Champions survey, program planning for fall, following up re: the lease, and the usual library business. I am planning to take the last week of August off. Linda will fill part of the time and the Library will be closed for a 4-day Labour Day weekend (Fri- Mon).

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Tina Stevens, Valley Heartland Community Futures Development Corporation, regarding an overview of the non-profit organization and the support they provide local businesses, for information purposes.

Carried / Defeated

Michael Cameron, Mayor



Community Futures Development Corporation

Valley Heartland

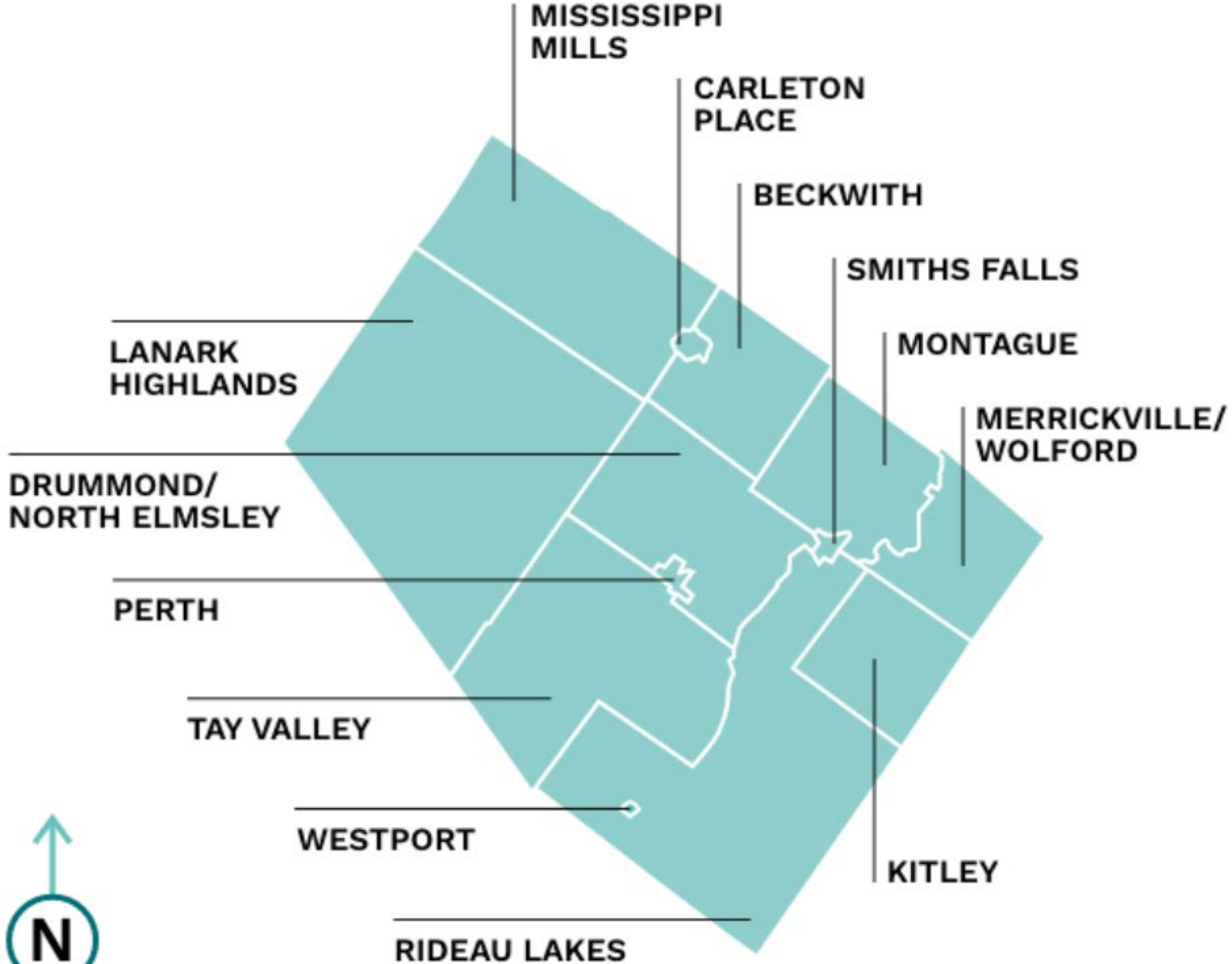
Fuelling Canada's rural entrepreneurial development

Valley Heartland is part of an established network of 267 Community Futures offices across Canada.

Formally established in 1985, the Community Futures Program was implemented to support business development in rural and remote communities.



Our Region



Pillars of Business

As a central component of the Government of Canada's support for rural communities, Community Futures office receive Federal funding.

Valley Heartland's funding is provided by FedDev Ontario to support three pillars of business:

- » Business Loans
- » Business Services
- » Community Development Support



What is a Community Investment Fund?

The investment fund is a uniquely Community Futures tool to stimulate economic development in rural communities, with a local boards of directors to support lending decisions at the community level.

- » Today we manage \$9.5 million.
- » Since inception \$33,129,962 in capital has been accessed by local businesses.
- » The investment fund provides repayable loans to small and medium-sized enterprises with less than 500 employees and annual sales revenue of less than \$20 million.



Not A Traditional Lender

Flexibility

We are able to offer more customized lending solutions that take into account the unique needs of the borrower.

Community Focused

We consider the experience and character of the borrower, as well as the potential for the business to create jobs and contribute to the local economy.

Relationship-based

We spend time getting to know the entrepreneur and their business needs. We understand what goes into running a business, and behind all the numbers are hard-working entrepreneurs contributing to our community.



Business Loans

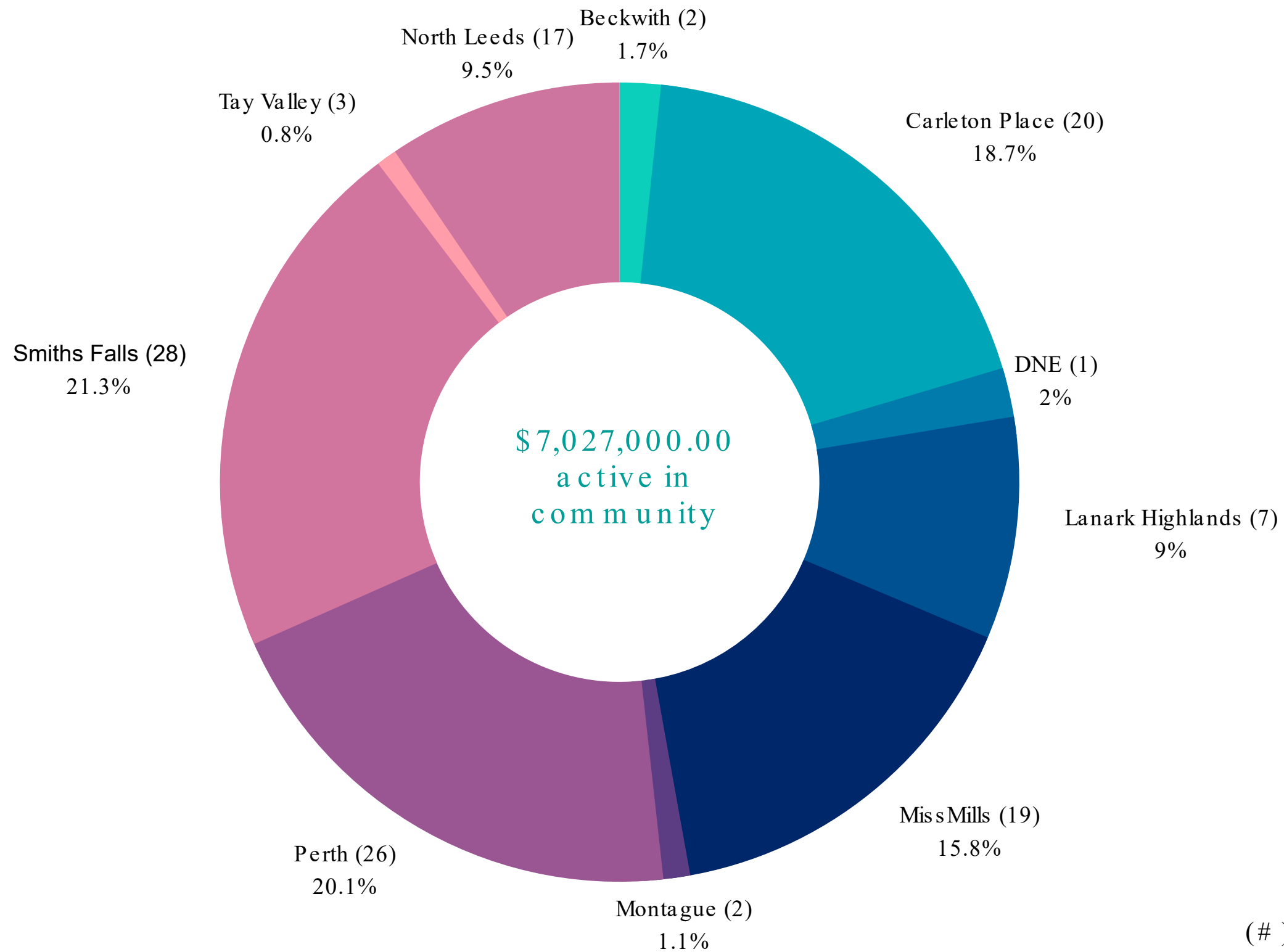
At Valley Heartland, we put local entrepreneurs first.

Our investment funds are exclusively available to Lanark County + North Leeds entrepreneurs, and all decisions are made locally.

- » Up to \$300,000
- » Base rate of prime plus 2% (fixed)
- » No prepayment penalties



Business Loans



(#) Number of Loans
% of active portfolio



Business Services

Our staff can support businesses with:

- » developing strategies for growth
- » business plan writing and review
- » market and industry research
- » troubleshooting specific challenges

We also make referrals to other local organizations and to provincial or federal advisors when specialized expertise is needed.



Business Services

On average, each year our staff:

- » Respond to 714 general inquiries
- » Lead 245 business advisory meetings
- » Host 6 workshops or training events



The Innovation Centre

The Valley Heartland Innovation Centre (VHIC) provides a one-stop-shop for accessing capital, advice, training, and a supportive environment for unconventional and actionable Economic Development projects.

Our Facility includes:

- » A 1,400 sqft Training Room ideal for small conferences, training, webinars, and team-building events. The room features the latest plug-and-play technology.
- » The Digital Media Lab, a photo/video editing and podcast studio with the latest technology and software.
- » Turnkey rental offices, fully furnished with 32 video conferencing screens, phones, a filing cabinet, and sit/stand ergonomic desks for tenant well-being.



Community Development Support

Community Development projects typically:

- » develop strategies or
- » implement local solutions

to enhance or improve community development factors that have a significant impact on economic development outcomes



Lanark County Economic Development

- » Through a Service Agreement, Valley Heartland provides regional economic development strategies and programming within Lanark County.
- » This includes:
 - Serving as the initial point of contact for investors and developers interested in the county.
 - Providing assistance for site selection and relocation.
 - Facilitating Regional Economic Development Alliance meetings.
 - Conducting ongoing Economic Development Planning and BR+E activities.
 - Maintaining the new EcDev Website, business event calendar, available land and building directory, and content updates.





LANARK COUNTY
ECONOMIC DEVELOPMENT

About
Lanark County

Economy +
Entrepreneurship

Sites +
Buildings

Business
Support

Economic
Development

Tap Into Lanark County

Linked by countryside and waterways, Lanark County is a scenic destination, offering an abundance of ecological features, world-class amenities, and experiences to discover. Combined with its diverse job opportunities and variety of recreational activities, as well as its commitment to innovation, Lanark County is very much 'open for business'.

scroll

investlanarkcounty.ca



A message from our Chair

"The impact of Valley Heartland is clear and compelling.

Through localized efforts, we, like other Community Futures offices across the nation, support rural businesses like no other organization with advisory, programming, and flexible lending backed by a local volunteer board and staff."

Rob Dyke, Chair





Valley Heartland
CFDC



Address

91 Cornelia St Smiths Falls



Tina Stevens, GM

tina.stevens@valleycfdc.com



Website

www.valleycfdc.com



Amber Coville, BDO

amber.coville@valleycfdc.com

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Rob Thompson, Rob Thompson Construction Ltd., regarding a preview of the home designs and suggestions on how to meet the affordability requirement in connection with the Carley's Corners subdivision, for information purposes.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

WHEREAS Jim Meness, Executive Director for the Algonquins of Ontario Consultation Office provided the attached correspondence letter for Council regarding the hope to promote and build a mutually beneficial relationship as the Village of Merrickville-Wolford is located within the traditional unceded and surrendered territory of the Algonquins of Ontario;

AND WHEREAS all Planning matters will require consultation and engagement with Aboriginal communities, as it may affect their section 35 Aboriginal or treaty rights;

AND WHEREAS staff requested that Forbes Symon of Jp2g Consultants Inc. provide a briefing for Council to outline the logistical requirements for the consultation and engagement process with the Aboriginal community and how this will impact planning timelines and outcomes, as well as the consequences of non-compliance;

NOW THEREFORE BE IT RESOLVED THAT Council does hereby receive the correspondence letter from Jim Meness, The Algonquins of Ontario Consultation Office, for information purposes;

AND FURTHER THAT Council does hereby receive the planning report from Forbes Symon, Jp2g Consultants Inc., dated August 30, 2023, regarding the consultation process with the Algonquins of Ontario, for information purposes.

Carried / Defeated

Michael Cameron, Mayor



Algonquins of Ontario

31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6

To Mayor Michael Cameron and Council.

The Village of Merrickville-Wolford is located within the traditional unceded and un-surrendered territory of The Algonquins of Ontario (AOO). The purpose of this letter is to generate support in helping us to build positive relationships throughout the AOO settlement area.

To that end, we are hopeful of working with your community to both promote and build a mutually beneficial relationship that will eventually extend throughout the entire settlement area (via each community's individually elected representatives). This will work to the advantage of each and every resident throughout Eastern Ontario. The AOO is committed to this goal.

The province of Ontario recognizes the importance of consulting with Aboriginal communities on planning matters that may affect their section 35 Aboriginal or treaty rights. Planning authorities are encouraged to build constructive, cooperative relationships through meaningful engagement with Indigenous communities to facilitate knowledge-sharing in land use planning processes and informed decision-making.

The AOO are on a journey of survival, rebuilding and self-sufficiency - a journey of reconciliation. This journey began over 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772 and will ultimately find resolution in a treaty involving all ten of the following Algonquins of Ontario communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

The AOO Settlement Area includes an area of 9 million acres within the watersheds of the Kichissippi (Ottawa River) and the Mattawa River in Ontario, an unceded territory that covers most of eastern Ontario. More than 1.2 million people live and work within the Settlement Area. There are 87 municipal jurisdictions fully and partially located within the Settlement Area, including 75 lower and single tier municipalities and 9 upper tier counties.

Given this, it is imperative that any projects in your municipality impacting natural heritage (including land rights, trails, wildlife, waterways, water resources, environment and

archaeological history) be given due consideration before commencement or development of any kind. The crown has the legal duty to consult with the Algonquins where actions may adversely impact the rights of First Nation Communities and property owners.

The Algonquin Treaty will provide finality and certainty on longstanding issues (dating back to 1772) about the use and management of Algonquin lands and natural resources for the Algonquin people and the residents of the AOO Settlement Area.

We greatly value you joining us on this historic mission. If you have questions or would like to meet to discuss any aspect of our journey forward, please feel free to get in touch with me at any time.

Sincerely,



Jim Meness
Executive Director

jmeness@tanakiwin.com

The Algonquins of Ontario Consultation Office

31 Riverside Drive, Suite 101

Pembroke, ON K8A 8R6

Phone: 613-735-3759 Ex. 200 | Fax: 613-735-6307

Email: algonquins@tanakiwin.com

Website: www.tanakiwin.com



August 30, 2023

Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, ON K0G 1N0

Attention: Doug Robertson, CAO/Clerk

**Re: Planning Report: Algonquins of Ontario
Jim Meness, Exec Dir, Relationship Building Letter**

Following up on the letter from Jim Meness, Executive Director of the Algonquins of Ontario, I was asked to provide a brief report highlighting the Village's duty to consult First Nations, the possible impacts on the approval process, and resources necessary to fulfill the Village's responsibilities.

The letter from the Algonquins of Ontario (AOO) Executive Director highlights their desire to build positive relationships with communities throughout the AOO Settlement Area. The letter notes the importance of consulting AOO on planning matters that may affect their Section 35 Aboriginal or treaty rights, with the idea of building positive relationships to facilitate knowledge-sharing on land use planning matters. The letter stresses that "it is imperative that any projects in your municipality impacting natural heritage (including land rights, trails, wildlife, waterways, water resources, environment and archeological history) be given due consideration before commencement or development of any kind." The duty to consult Algonquins where actions may adversely impact the rights of First Nation Communities and property owners is clearly stated.

Discussion

The outreach by the AOO Executive Director should be seen as a very positive initiative and highlights the need for each municipality within the AOO Settlement Area to start along a path of truth and reconciliation with First Nations, building positive, constructive relationships so that First Nations interest are acknowledged and addressed.

From a land use planning perspective, the PPS 2020 contains very clear direction to municipalities, stating:

"The Province's rich cultural diversity is one of its distinctive and defining features. Indigenous communities have a unique relationship with the land and its resources, which continues to shape the history and economy of the Province today. Ontario recognizes the unique role Indigenous communities have in land use planning and development, and the contribution of Indigenous communities' perspectives and traditional knowledge to land use planning decisions. The Province recognizes the importance of consulting with Aboriginal communities on planning matters that may affect their section 35 Aboriginal or treaty rights. Planning authorities are encouraged to build constructive, cooperative relationships through meaningful engagement with Indigenous communities to facilitate knowledge-sharing in land use planning processes



and inform decision-making.”

This statement is very consistent with the AOO Relationship Building letter.

Currently the Village Official Plan contains the minimum statements on aboriginal interests related to cultural heritage. Section 4.2, Cultural Heritage acknowledges that archeological resources within the Village may provide an enhanced understanding of the history of aboriginal peoples and early settlement of the Village. The policies of Section 4.2.1.1 sets out the checklist of sites having archeological potential. The criteria includes aboriginal or local knowledge of archeological sites, lands within 300 m of a water resource (lakes, rivers, streams, significant wetlands) and other physical features indicative of aboriginal occupation.

Historically, the Village has not required archeological assessments for too many development proposals. It should be anticipated, that in the future more emphasis will be placed on ensuring archeological assessments are required when triggered by the Official Plan policies. AOO should be consulted and circulated all archeological assessments which identify aboriginal artifacts.

Archeological assessments must be prepared by a licensed archeologist within the Province of Ontario and can be expensive and take time, especially if artifacts are identified. When artifacts are identified and consultation with First Nations is required. Typically, archeological assessments do not get peer reviewed but rather are registered with the Ministry of Citizenship and Multiculturalism in the “Public Register of Archeological Reports”. The Ministry may conduct a technical review of the reports.

There are a couple of points and suggestions that Council may wish to consider going forward in response to the AOO letter.

1. Council and staff should take advantage of the offer made by AOO to build a positive relationship between the Village Council and AOO. It is recommended that this relationship building exercise proceed now and not wait until such time as there is a Village project that triggers “a duty to consult.” It is much more beneficial to both parties if the relationship is built prior to needing to consult.
2. As part of the relationship building, it is important the Council and staff develop and understanding of truth of the treaties and the rights held by First Nation communities. What I refer to as “Indigenous 101” training and awareness of treaty rights is recommended for all Council and staff and helps establish a solid basis upon which to build lasting, respectful relationships with First Nations. The Village may wish to partner with other municipalities or the United Counties on indigenous council/staff training initiatives.
3. The PPS is very clear that the Village has a duty to consult Aboriginal communities. Council should be aware that the Algonquins of Ontario are not the only First Nation community which may have an interest in the Village. It is known that the Metis of Ontario have an interest in this area and that there maybe other First Nation communities that have an interest in the area. The Village may wish to reach out to various First Nation communities to determine which ones have an interest in the



Village and wish to be consulted, above and beyond the AOO and Metis of Ontario.

4. Council should consider modifying the current planning agency circulation list to include the Algonquins of Ontario and the Metis of Ontario so that these two First Nation organizations will be circulated on all planning applications involving natural heritage and cultural heritage matters. This would not require additional resources and would be incorporated into the existing standard operating procedure for planning application circulation.
5. Other communities have engaged an “Indigenous Consultant” to assist with the recommended training and also assist with identifying which First Nation communities have an interest in the Village of Merrickville-Wolford. You may wish to partner with other municipalities or the United Counties in engaging an indigenous consultant.
6. Consultation with First Nations may require additional time and effort to ensure First Nation communities have sufficient time to participate in the planning approval process. That is why it is important to establish a positive relationship so that efficiencies can be identified and an appreciation for each other’s decision-making process can be achieved. Going forward it is very important that Council not approach First Nations as an “agency” or “stakeholder” but rather as a community with distinct rights, greater than those of the Village, recognized by the Supreme Court of Canada.

Relationship building with First Nations is important and required as we proceed on our journey of truth and reconciliation. Please feel free to contact me at your convenience if I may assist Council in this matter.

All of which is respectfully submitted.

Sincerely,

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'F. Symon', with a long, sweeping underline.

Forbes Symon, MCIP, RPP
Senior Planner

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report PW-07-2023, being a report to provide Council with costing for the storage space request from TNIM, and to provide Council with an overview of the lack of indoor storage and housing for Municipal equipment.

Carried / Defeated

Michael Cameron, Mayor



Village of Merrickville-Wolford

Report PW-07-2023

Public Works Department

Date to Council: September 11, 2023

Information Report to Council

RE: Storage Space Update

OBJECTIVE: To provide Council with costing for the storage space request from TNIM, and to provide an overview of the lack of storage space for Municipal equipment.

RECOMMENDATION:

THAT: Council receive report PW-07-2023, being a report to provide Council with costing for the storage space request from TNIM, and to provide Council with an overview of the lack of indoor storage and housing for Municipal equipment.

BACKGROUND:

At the regular meeting on August 14, 2023, Council received correspondence from Theatre Night in Merrickville (TNIM) regarding the request to utilize the boxcars located behind the Community Centre. The request was to have the Village move the boxcars to a more suitable location on a firmer foundation to preserve the structural integrity. Council received this letter for information and requested that staff investigate solutions for this request.

ANALYSIS:

Staff reviewed the request, and determined further obstacles that need to be addressed alongside this request. The Community Centre has two (2) locations for storage, the second floor and main floor, most of this space being occupied currently by Theatre Night in Merrickville. As part of the lease agreement, this storage space is utilized for \$1.00 per year of the lease, and 25% percent of gross ticket sales. They also occupy a room for storage in Easton's Corners Centennial Hall, as well as the green rail car beside the track in the fairgrounds. This therefore eliminates the space that the Village can utilize for operational equipment and other items that require storage for municipal purposes.

The Operations Department fleet has 3 highway plows, 1 sidewalk plow with salt trailer, 3 small service vehicles, 5 pieces of heavy equipment, 1 water truck and 4 lawn mowers to store throughout the year. The plow trucks must be kept inside because they are loaded and ready for winter service 5 months out of the year and take 3 spots of five that we have to store equipment. The grader must be stored inside as well because it is needed all the time for road maintenance year-round. This leaves the loader, backhoe,

ditch mower and all the small trucks outside in the seasonal elements. Due to the large equipment needing to be stored in the minimal storage space that the Village has access to, this leaves a variety of equipment and operational items left to be placed outside or improperly stored wherever there is space available. Having to leave equipment pieces outside increases the likelihood of more rapid deterioration and makes them subject to potential theft and vandalism.

Staff investigated the cost that TNIM is requesting in having a concrete pad poured at the fairgrounds to place the existing boxcar storage containers for their use. External quotes were provided by local contractors for this project, and the cost for each slab on grade would be \$4000 for prep work, and an additional \$6000 for each slab. There is also the need for the rental of a crane, which would total approximately \$1000, each time they are moved. The total cost would then equal to approximately \$11,000 per boxcar plus tax.

After further analysis in receiving the above quotes, staff have determined that it is not in the best interest of the municipality to spend this amount on storage space for external groups, when the Operations Department already lacks the sufficient space for Village equipment and items. While staff appreciate the idea of TNIM utilizing the boxcars, it is critical that the needs of Village-owned storage space must be addressed first. With an aging fleet of vehicles and other heavy equipment, it is crucial that Council considers the importance of having sufficient storage space for Village property to maintain the lifespan of vehicles and other equipment, parts, signage, etc.

Staff have evaluated the options regarding this request for assistance with storage, and requests that instead Council considers putting the projected funds as proposed towards the expansion of the storage building behind the Municipal Office to provide the Village with sufficient storage space. The Village supports local groups and will continue to allow TNIM to utilize the storage space as they currently are at the Community Centre. Unfortunately, without an upgrade to storage space for Village equipment, the potential of needing to use the storage space in the Community Centre for Village purposes will increase. By having the Public Works building expanded, there will be more room to store the vehicles and larger equipment inside and away from the elements, therefore extending their lifespan and providing more room for additional storage items, such as vehicle parts, signage, tools, and a variety of other items.

The Village can continue to provide the storage options as it currently is to TNIM and can investigate further options at Council's discretion. Staff recommends that paying this amount to assist in the upgrade of storage space for an external group is not the most financially- efficient solution as presented. The Village subsidizes community groups through the Community Grants Program, and by providing funding for storage for a select, individual organization but not others, the Village is therefore subsidizing them without a grant application. Addressing the current and continuing dilemma of the lack of Village storage space is the recommended solution for Council to consider. This would be a capital project ask within the 2024 budget to expand the municipal Public Works garage.

BUDGET/LEGAL IMPLICATIONS:

The budget implications would affect this current budget as there is no money allotted for this project. This would fall under a capital project ask within the 2024 budget.

LINKS TO STRATEGIC PLANS:

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

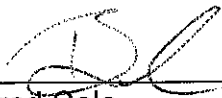
This report is for information purposes only.

CONCLUSION:

Schedule "A" – Correspondence Letter from TNIM dated July 31, 2023

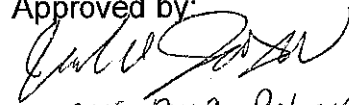
Schedule "B" – Lease Agreement between the Village and TNIM

Submitted by:



Brad Cole,
Manager, Operations

Approved by:


per Doug Robertson.

Doug Robertson,
CAO/Clerk



Theatre Night in Merrickville
P.O. Box 177
Merrickville, ON
K0G 1N0
merrickvilletheatre.org

July 31, 2023

The Honorable Michael Cameron
Merrickville-Wolford Village Council

Dear Mayor Cameron and Council

TNIM would like to utilize both the white and green boxcars currently behind the community centre. Would you help us move the boxcars to a more suitable location on a firmer foundation to preserve their structural integrity? At present the tree behind the green boxcar is encroaching on it and lifting one side thus pushing the other side into the ground, causing the rolling door track to become mired in snow and ice in the winter and a muddy, slippery grit that jams the track at other times. Opening this door requires some amount of effort at the best of times and attempting this in the winter at night creates a hazard. Ideally leveling the cars and raising them, then resetting them and putting them on a firmer foundation mitigates further deterioration. The goal being to improve the situation in which we find ourselves by allowing both cars to be used for storage purposes for TNIM and other interested parties, at your discretion. We look forward to speaking with you about this matter.

Thank you.

Omar Simonyi, Vice President, TNIM

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW NO. 23 – 16

BEING a By-Law to authorize the execution of an agreement between the Corporation of the Village of Merrickville - Wolford hereinafter called "The Municipality" **AND** Theatre Night in Merrickville hereinafter called "TNIM"

WHEREAS section 9(3) of the New Municipal Act, 2001, as amended, does authorize that the council of a local municipality may pass by-laws as part of its general municipal powers

WHEREAS the Council of the Corporation of the Village of Merrickville - Wolford does deem it expedient to enter into an agreement with TNIM in order to provide space to TNIM at the Merrickville Memorial Community Centre

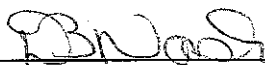
AND WHEREAS the Council of the Corporation of the Village of Merrickville – Wolford and TNIM have negotiated an agreement

NOW THEREFOR the Council of the Corporation of the Village of Merrickville - Wolford does enact as follows that:

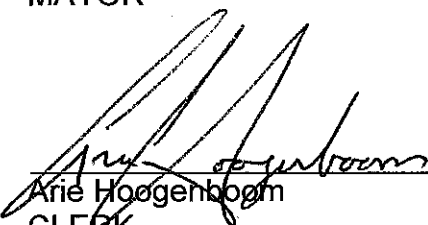
- 1) the Mayor and the Clerk and/or their designates on behalf of the Corporation of the Village of Merrickville - Wolford are hereby authorized to sign and execute the agreement – attached as Schedule 'A' – with TNIM.

READ a first and second time this 12th day of September, 2016

READ a third and final time and passed this 12th day of September, 2016



David Nash
MAYOR



Arie Hoogenboom
CLERK

Schedule "A"

By-Law 23 - 16

Lease agreement

This lease agreement made in duplicate this 12th day of September 2016 between:

The Corporation of the Village of Merrickville-Wolford Herein called the "Landlord"
Of the First Part

And

Theatre Night in Merrickville (TNIM) hereinafter called the "Tenant"
Of the Second Part

WHEREAS the Landlord does own the Merrickville Memorial Community Centre (hereinafter the "Centre"), situated at 106 Read Street

AND WHEREAS the Landlord does wish enter into a 10-year lease-agreement with TNIM for the non-exclusive second floor space and for the exclusive use of a proposed sound booth space

AND WHEREAS the TNIM does wish to enter into such a lease-agreement with the Landlord

NOW THEREFOR the party of the First Part and the party of the Second Part mutually covenant and agree to the description, covenants, terms and conditions as follows:

1. The Landlord shall:

- a) Provide one space in the form of the 2nd floor of the Centre. Said area is not for the exclusive use of the Tenant. This space will include new storage space, as per designs presented to council, which will be for the exclusive use of the Tenant.
- b) Provide one space in the form of a new sound booth in the Main Hall of the Centre. Said booth is for the exclusive use of the Tenant.
- c) Install the lock to the two spaces, and provide two keys for each space to the Tenant.
- d) Keep the building and premises in a good state of repair, sufficiently maintained including garbage, grass cutting, and snow removal from the parking area.

- e) Provide for cleaning (except sound booth), heating, electricity and air conditioning.
- f) Allow the furniture currently in the leased 2nd floor meeting room to remain, or to remove or allow it to be removed at the request of TNIM and subject to the ownership of the furniture by any other group.
- g) Permit the Tenant to supply any furniture, appliances and/or equipment needed for its purposes, and agree that the Tenant shall retain ownership of any such items.
- h) Provide its own general insurance of the building, including the lease area for any person permitted to use the area who is not a member of TNIM or actively engaged in a TNIM approved activity.
- i) Not assume or provide any responsibility whatsoever for accidents, thefts, or any form of liability either corporately or severally during TNIM activities. The Landlord will assume its normal responsibility for accidents, thefts or any form of liability either corporately or severally when the space is used for non TNIM activities.

2. The Tenant shall:

- a) By this agreement acknowledge that any and all previous agreements for the 2nd floor space inside the Centre either written or verbal are, from the date of this agreement, null and void.
- b) If successful in seeking an Ontario 150 Community Capital Grant, proceed with renovation of the leased spaces, including the construction of a 'sound booth' as presented to the Landlord at a special meeting of Council on August 8 2016
- c) Obtain any permits required with respect to the proposed renovations.
- d) Acknowledge that: the premises are granted in an "as is" condition; and, the Tenant was given an opportunity to inspect the lease area, and hereby acknowledges that it is suitable for its purpose.
- e) Maintain the leased premises in an orderly fashion, and will indemnify and hold harmless the Landlord for any losses of TNIM property kept in the leased spaces.

- f) Use the leased spaces for TNIM purposes only and for no other purpose without the prior consent of the Landlord.
- g) Supply any furniture, appliances and/or equipment needed for its purposes, and shall retain ownership of any such equipment.
- h) Obtain approval from the Landlord before any major alterations to the premises following completion of the renovations undertaken as part of the Ontario 150 Community Capital grant shall occur.
- i) Permit the Landlord to enter the premises at any reasonable time for the purpose of inspecting the premises and making necessary repairs to the premises.
- j) Not hinder other renters making use of the Centre or other adjacent facilities.
- k) Publicly acknowledge in their programme that the Landlord is a supporter of TNIM.
- l) Be liable for and save harmless the Landlord from and against all claims, demands, causes of action, losses, damages expenses and costs whatsoever, for any injury, loss or damage to any person or property arising out of or resulting directly or indirectly from the use of the leased area for any TNIM or TNIM approved activity.
- m) Provide and maintain its own contents insurance and liability insurance at its expense.

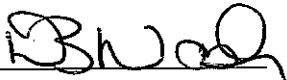
3. Both parties further agreed that:

- a) This agreement shall run for a term of 10 years, commencing January 1, 2017 and ending on December 31, 2027.
- b) This agreement shall automatically be renewed from year to year following 2027 with the same terms and conditions unless and until either party gives the other forty-five (45) days notice in writing to terminated or renegotiate this agreement.
- c) The Tenant shall pay one dollar (\$1.00 per year) for each year of the lease, receipt by the Landlord is hereby acknowledged. To be reconsidered by both parties upon the

next lease agreement renewal. This amount is in acknowledgment of both the value that TNIM provides to the community of Merrickville-Wolford, and to the significant contribution TNIM is making to upgrading the rental spaces.

- d) The parties to this agreement shall not assign or sublet the whole or any part of the leased space (excluding sound booth) without the consent of the other party, such consent not to be unreasonably refused. The Tenant shall permit the use of the space (excluding sound booth) by any public group at a time that does not conflict with their scheduled use, and the Landlord shall confirm a schedule of alternate use with the Tenant before allowing others to use the space (excluding sound booth).
- e) Subject to negotiations regarding specific terms, the Tenant may lease or allow the use of the sound booth with the supervision of a lighting/sound technician authorized by the Tenant.

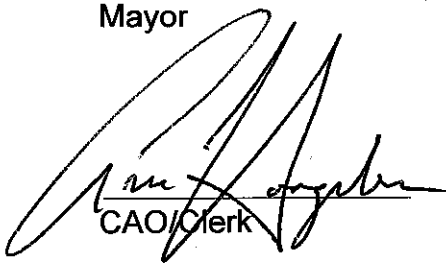
IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS LEASE FOR TENANCY, SIGNED, SEALED AND DELIVERED THIS 12 DAY OF September 2016



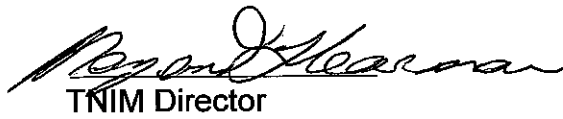
Mayor



TNIM President



CAO/Clerk



TNIM Director

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

WHEREAS the last term of Council previously directed the CAO to work with the Village's lawyer to draft an agreement with Michael Walsh to open the Kerford Unopened Road Allowance;

AND WHEREAS on October 11, 2022 Council approved and authorized the Mayor and CAO/Clerk to execute a Site Access and Construction Agreement between the Corporation of the Village of Merrickville-Wolford and Michael Walsh;

AND WHEREAS the termination date specified in the approved agreement was May 15, 2023, which has now passed;

AND WHEREAS the proponent expressed renewed interest on August 8, 2023 to execute the agreement;

AND WHEREAS the Village's lawyer has provided the attached agreement for consideration;

AND WHEREAS the Village's lawyer has advised that approval and direction by the current Council is required for revising the termination date on the Site Access and Construction Agreement to May 15, 2024;

NOW THEREFORE BE IT RESOLVED THAT Council does hereby authorize and direct the Mayor and CAO/Clerk to execute the attached revised agreement between the Village of Merrickville-Wolford and Michael Walsh.

Carried / Defeated

Michael Cameron, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 281 - 22

Date: October 11, 2022

For Clerk's use only, if required

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

Whereas the Council of the Corporation of the Village of Merrickville-Wolford previously directed the CAO to work with the Village's lawyer to draft an agreement with Michael Walsh to open the Kerford Unopened Road allowance; and

Whereas the Village's lawyer has provided the attached agreement for consideration; and

Now Therefore Council hereby authorizes and directs the Mayor and CAO/Clerk to execute the attached agreement.

Carried / Defeated

J. Douglas Struthers, Mayor

SITE ACCESS AND CONSTRUCTION AGREEMENT

This AGREEMENT made in triplicate this ___ day of _____, 2023,

BETWEEN

The Corporation of the Village of Merrickville-Wolford
(hereinafter referred to as the “**Village**”)

of the first part

AND

Michael Walsh
(hereinafter referred to as the “**Developer**”)

WHEREAS the Developer owns lands described as **part of Lot 10, Concession 5, geographic Township of Wolford, Village of Merrickville-Wolford, United Counties of Leeds and Grenville** and which includes Part 1 on the draft R-Plan as set out in Schedule “A” (hereinafter the “**Property**”);

AND WHEREAS the Village owns lands described as an unopened road allowance between Concession 4 and 5, Lot 10 which connects to Snowdons Corners Road, a portion of which is subject to this Agreement and which is described as part 2 on the Draft R-Plan as set out in Schedule “A” (hereinafter the “**Village Property**”);

AND WHEREAS the Developer desires access to the Property for purposes of developing a single family dwelling and for this purpose requires access to and frontage on a maintained municipal road;

AND WHEREAS in order to facilitate the orderly development of the Property the Village is prepared to pass a by-law to dedicate and assume the Village Property as a municipal road, on the condition that the Developer improve the Village Property to a municipal road standard at his expense;

AND WHEREAS the Developer has requested, and the Village has agreed, to provide access to the Village Property for purposes of permitting the Developer to install an access road on the Village Property to facilitate the pre-servicing of the Property;

AND WHEREAS both the Village and the Developer acknowledge and agree that the Developer shall assume the obligations and liabilities to complete all necessary works to construct the road on the Village Property, to the satisfaction of the Village before the Village will dedicate and assume the Village property as a public road and prior to issuing any building permits to facilitate the construction of a residence on the Property;

AND WHEREAS the Parties to this Agreement acknowledge and agree that all work undertaken on the Village Property to construct the access road as described in this Agreement shall be at the sole risk and expense of the Developer, and shall not fetter the Village as the approval authority with respect to final approval of any development of the Property or any final agreement to construct the permanent road on the Village Property and the Property;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the sufficiency of which is acknowledged by the Parties, the Parties hereto agree one with the other as follows:

1. The Parties acknowledge and agree that the foregoing recitals are true and the definitions contained therein are incorporated into this Agreement.

ATTACHED SCHEDULES

2. Schedule “A” - Description of all property affected by this Agreement - is attached to and forms part of this agreement:

SITE ACCESS AND CONSTRUCTION OF ACCESS ROAD

3. This Agreement sets forth the terms and conditions to allow the Developer access to the Village Property for purposes of grubbing, tree removal, topsoil stripping, earth excavation and construction of an access road base (hereinafter the “**Work**”), on the terms and conditions set out herein.
4. This Agreement shall be effective as of the date it is executed by the Parties. This Agreement shall terminate on the earlier of the date the Developer enters into a final agreement for the Property with the Village to construct the road or May 15, 2024. Upon termination of this agreement where no final road agreement has been entered into by the parties, the Developer agrees to make the Village Property level, graded and safe at its sole cost within fifteen (15) days of termination. This Agreement shall apply to this additional period of time except that the only work authorized shall be as set out in this paragraph.
5. The Village grants to the Developer a license for access over the Village Property within the area described on Schedule “A” for the sole purpose of undertaking the Work in accordance with the construction specifications approved by the Village. The parties acknowledge and agree that the Village may amend the terms of its approval at any time to better protect the public interest and at its sole and unfettered discretion. The Developer acknowledges this right of the Village and hereby waives any right to seek compensation for costs or damages occasioned by any such changes.
6. Access is granted to the Developer on the following conditions, which are hereby accepted by the Developer:
 - a) The Developer shall comply, and shall ensure that all persons engaged in the Work complies, with all applicable law required for the Work relating to the Village Property, including, but not limited to:
 - i) all applicable federal and provincial laws and any municipal by-laws, policies and standards;
 - ii) all permits, consents and approvals;
 - iii) the Ontario *Workplace Safety Insurance Act, 1997*
 - iv) the Ontario *Occupational Health and Safety Act*;
 - v) all applicable environmental laws; and
 - vi) all applicable COVID-19 laws, Instructions of the Office of the Chief Medical Officer of Health.
 - b) The Developer shall keep all adjacent streets used by the Developer and its agents clean and free of mud and other debris during construction;
 - c) The Developer shall repair all damage caused by the Work to adjacent streets and the Village Property at its sole cost and expense, regardless of whether the damage was negligently caused. The Developer shall repair all damage referred to herein in a timely manner but in no event longer than 90 days from the date the damage was caused, and all repairs shall be made to the Village’s satisfaction, acting reasonably;
 - d) The Developer agrees that it shall not assign its rights under this Agreement to any person without the express, prior written consent of the Village, which consent shall not be unreasonably refused. Without limiting the generality of the foregoing, the Parties agree that the Developer may contract with third parties for the construction of the Works without the prior approval of the Village. The Developer will remain fully responsible to the Village for fulfillment of the obligations and liabilities described in this Agreement regardless of whether the obligations or liabilities arise out of any acts or omissions by a contractor, the Developer or a permitted assignee;

- e) The Developer shall ensure that any and all of the Developer's employees, contractors and subcontractors are qualified and licensed for the work they are performing;
 - f) The Developer shall provide a schedule for the Work which shall be subject to approval of the Village;
 - g) The Developer shall be responsible for completing all utility locates on the Village Property of the Developer's Property before beginning the Work; and
 - h) The Developer shall deposit with the Village security in the form of a certified cheque or line of credit in the amount of ten thousand dollars (\$10,000) to ensure its obligations under this Agreement. The security shall be available to the Village for purposes of correcting any deficiencies in the Work or breaches of this Agreement, upon giving the Developer five (5) days notice of such deficiency or breach. This amount of security shall not be a limit of the Developer's liability, it being understood by the parties that the Developer shall remain liable for any amounts that exceed the security held by the Village.
7. The Developer acknowledges and agrees that he is the "constructor" for purposes of the *Occupational Health and Safety Act* and shall comply at all times with the Act and its Regulations. Without limiting the generality of the foregoing, the Developer further acknowledges and agrees that he shall assume all obligations and responsibilities of the "owner" as defined in the *Occupational Health and Safety Act* during the construction process and indemnify the Village for any breaches thereof. This obligation shall terminate upon the total completion of the Work. The Developer shall notify the Village as soon as practicable of any workplace injuries reportable to the Workplace Safety & Insurance Board or the Ministry of Labour. The Developer shall provide the Village with a copy of the WSIB Clearance Certificate of the Developer and any contractors or subcontractors engaged in the Works.
 8. The Work shall be completed to the satisfaction of the Village, acting reasonably. Without limiting the generality of the foregoing, the Developer shall respond and address to the reasonable satisfaction of the Village any issues the Village raises relating to the Work during the term of this Agreement.
 9. The Developer shall ensure that the Work is completed in accordance with all applicable laws and directions given by the Village. The Developer shall indemnify the Village against any claims against the Developer relating to any damage caused associated with this Agreement.
 10. The Developer shall (a) for the Work undertaken pursuant to this Agreement, ensure that required storm water management control measures are implemented to prevent adverse effects on the environment and adjacent properties due to stormwater runoff relating to a minor or major rainfall event in relation to both water quality and quantity; and (b) undertake and maintain erosion and sediment controls, for the construction of the development, that are appropriate to the conditions of the Property, all in accordance with applicable law.
 11. As a condition of this Agreement, the Developer shall keep in force a comprehensive policy of public liability and property damage insurance acceptable to the Village, that provides insurance coverage in respect of any one occurrence to the limit of at least five million dollars (\$5,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property. The policy, and any policies of insurance required for any sub-contractors retained by the Developer, shall name the Village as an additional insured.
 12. The policy shall provide coverage against all claims for all damage or injury including death to any person or persons or damage to any property of the Village or any other public or private property resulting from or arising out of any act or omission on the part of the Developer, or its servants or agents during the work authorized by this Agreement. The policy shall include completed operations coverage liability, and blanket written contractual liability with respect to non-owned licensed vehicles. The issuance of a policy of insurance

shall not be construed as relieving the Developer from responsibility for other or larger claims, if any, for which the Developer may be held responsible.

13. The Developer shall carry and maintain Contractors Environmental Liability (“CEL”) Insurance. Such insurance shall have a limit not less and Two Million Dollars (\$2,000,000.00) per occurrence and in the aggregate. Such insurance shall cover for Third Party claims for Bodily Injury, Property damage, Clean-up costs and related Legal Expense for Pollution Conditions that result from, or are disrupted by, services rendered by or on behalf of the Developer in fulfillment of the Agreement. The policy will apply to Pollution Conditions on, at, under or migrating from the job site. The policy shall be maintained for the full duration of the Works and for a Completed Operations period of one (1) year thereafter. The CEL Insurance shall include the Village as an additional insured, along with any other person or entity who the Developer may reasonably require to be added as additional insureds.
14. The Developer shall provide the Village with a Certificate of Insurance in a form satisfactory to the Village together with such proof as the Village may require that all premiums on the policies of insurance have been paid and that they are in full force and effect. If the Developer fails to pay premiums or otherwise keep the policies in force, the Village may pay premiums or take out additional policies as it considers necessary and the Developer shall pay all costs incurred by the Village. All policies referred to in this Agreement shall contain an undertaking by the insurers to notify the Village by registered mail not less than thirty (30) days prior to any material change, cancellation or termination.
15. No amendment of this Agreement shall be effective, unless in writing and signed by both Parties.
16. No implied terms or obligations of any kind, by, or on behalf of, the Village shall arise from anything in this Agreement and the express covenants and agreements herein contained and made by the Parties are the only covenants and agreements upon which any rights against the Village are to be founded.
17. The Developer shall indemnify the Village from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any act or omission on the part of the Developer or its agents related to this Agreement and the Work.
18. In the event that either Party to this Agreement desires to change or modify any of the terms and/or conditions of this Agreement, then the Party so desiring shall serve notice in writing to this effect upon the other Party, either personally or by registered mail, and obtain certification of receipt of said notice.
19. The Parties agree that this Agreement shall not fetter the discretion of the Village as approval authority under the *Planning Act*, *Building Code Act* or any other legislation or municipal by-law.
20. The Parties will attempt to resolve any dispute, controversy, claim or alleged breach arising out of or in connection with this Agreement promptly through discussions at the operational level. In the event a resolution is not achieved, the disputing Party shall provide the other Party with written notice of the Dispute and the Parties shall attempt to resolve such Dispute between senior officers who have the authority to settle the dispute.
21. This Agreement enures to the benefit of and binds the Parties and their respective heirs, successors and assigns.
22. Time shall be of the essence in this Agreement.
23. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

24. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, negotiations, discussions and understandings, whether written or oral between the parties.

25. This Agreement may be executed in any number of counterparts with the same effect as if all Parties hereto had all signed the same document. All counterparts shall be construed together and shall constitute one and the same original agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as attested by the signatures of their officers duly authorized for such purposes.

Michael Walsh

DATE

The Corporation of the Village of Merrickville-Wolford

per _____
 , Mayor

DATE

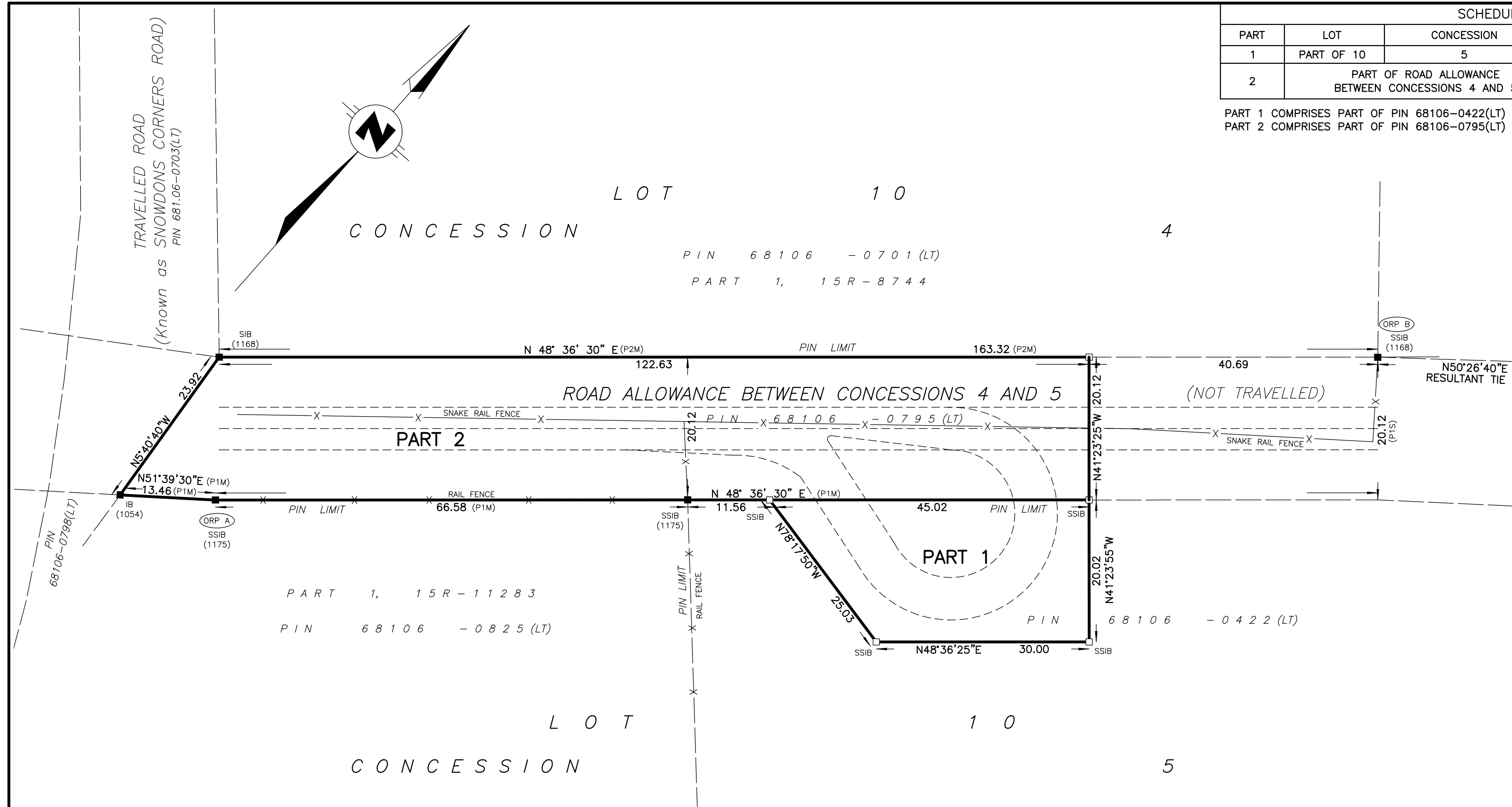
per _____
 , Clerk

DATE

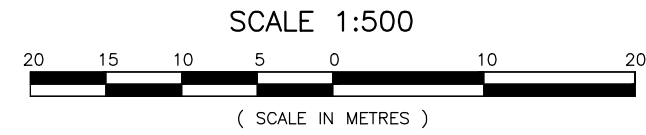
Schedule 'A'

SCHEDULE			
PART	LOT	CONCESSION	PIN
1	PART OF 10	5	PART OF 68106-0422(LT)
2	PART OF ROAD ALLOWANCE BETWEEN CONCESSIONS 4 AND 5		PART OF 68106-0795(LT)

PART 1 COMPRISES PART OF PIN 68106-0422(LT)
 PART 2 COMPRISES PART OF PIN 68106-0795(LT)



PLAN OF SURVEY
 OF PART OF
LOT 10, CONCESSION 5
 IN THE
 GEOGRAPHIC TOWNSHIP OF WOLFORD
 VILLAGE OF MERRICKVILLE-WOLFORD
 COUNTY OF GRENVILLE



THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH
 BY 356mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:500

GEORGE N. BRACKEN
 ONTARIO LAND SURVEYOR

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
 (2) THE SURVEY WAS COMPLETED ON THE 27th DAY OF JULY, 2022

DATE _____
GEORGE N. BRACKEN
 GEORGE N. BRACKEN
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER _____

O:\jobs\1 JOBS CALLON DIETZ\2022\22-1655 Michael Walsh\Drawing\22-1655.dwg August 18, 2022

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM REAL TIME NETWORK OBSERVATIONS (RTN) AND ARE REFERRED TO MTM ZONE 9 NAD83 (CSRS)(2010) COORDINATES COMPLY WITH RURAL ACCURACY PER SEC.14 (2) OF O. REG. 216/10		
POINT ID	NORTHING	EASTING
ORP A	4969156.5	361349.1
ORP B	4969279.9	361458.6
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

LEGEND:

- DENOTES SURVEY MONUMENT SET
- " SURVEY MONUMENT FOUND
- SIB " STANDARD IRON BAR
- SSIB " SHORT STANDARD IRON BAR
- IB " IRON BAR
- RIB " ROUND IRON BAR
- CC " CUT CROSS
- OU " ORIGIN UNKNOWN
- ORP " OBSERVED REFERENCE POINT
- WIT " WITNESS
- M " MEASURED
- S " SET
- (1054) " GEORGE BRACKEN LIMITED
- (1168) " WILLIAM J. SLATER, O.L.S.
- (1175) " H.A. KEN SHIPMAN SURVEYING LTD
- P1 " PLAN 15R-11283
- P2 " PLAN 15R-8744

BEARING NOTE

BEARINGS ARE MTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A & B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, MTM ZONE 9, CENTRAL MERIDIAN 76°30'00"W, NAD83 (CSRS)(2010)

FOR BEARING COMPARISONS, A ROTATION OF 0°44'20" COUNTER CLOCKWISE WAS APPLIED TO THE BEARINGS ON P1 AND P2

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999394.

METRIC DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

Callon + Dietz INCORPORATED

ONTARIO LAND SURVEYORS
 CARLETON PLACE LONDON NORTH BAY
 info@callondietz.com callondietz.com

SURVEY BY: RG DRAWN BY: NJ FILE No: 22-1655 PLAN No: _____

ISO 9001
REGISTERED

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

By-law 44-2023, being a by-law to provide a schedule of retention periods for the records of the Village of Merrickville-Wolford, be read a first and second time, and that By-law 44-2023 be read a third and final time and passed.

Carried / Defeated

Michael Cameron, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 44-2023

Being a By-law to provide a schedule of retention periods for the records of the Village of Merrickville-Wolford

WHEREAS section 255 of the *Municipal Act* 2001, S.O.2001, c.25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

AND WHEREAS the Council of the Village of Merrickville-Wolford deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford enacts as follows:

1. **That** authority for establishing and amending retention periods for the records of the Corporation of the Village of Merrickville-Wolford shall be delegated to the Municipal Clerk subject to the approval of the Municipal Auditor of such schedules.
2. **That** the Records Retention Program Policy attached hereto as Schedule "A" be adopted and the Municipal Clerk be authorized to amend the policy from time to time.
3. **That** official records in an electronic format be stored in the Village's electronic document management system in place from time to time.

AND NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. DEFINITIONS

- a) 'Auditor' means the person or firm appointed by the Council of the Corporation of the Village of Merrickville-Wolford from time to time to perform the annual audit of records of the Village of Merrickville-Wolford.
- b) 'Classification' (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
- c) 'Destroy' means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists.
- d) 'Disposition' with respect to records – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.
- e) 'Medium/media' means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature.

- f) 'Records Management Coordinator' means the Village of Merrickville-Wolford Records Management Coordinator as designated by the CAO.
- g) 'Official records' means recorded information in any format or medium that documents the corporation's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed or maintained by the corporation in compliance with a legal obligation.
- h) 'Orphan data' means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.
- i) 'Records' means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records".
- j) 'Retention period' means the period of time during which records must be kept by the Village of Merrickville-Wolford before they may be disposed of.
- k) 'Retention schedule' means a control document that describes the Village's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serves as the legal authorization for the disposal of the Village's records.
- l) 'Transitory records' means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Village policy or programs, such as:
 - i) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - ii) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - iii) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
 - iv) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - v) Voice-mail messages;
 - vi) E-mail messages and other communications that do not relate to Town business;
 - vii) Copies of publications, such as, published reports, administrations manuals, telephone directories, catalogues, pamphlets or periodicals;

- viii) Duplicate stocks of obsolete publications, pamphlets or blank forms;
- ix) Unsolicited advertising materials, including brochures, company profiles and price lists.
- m) 'Village' means The Corporation of the Village of Merrickville-Wolford.

2. RETENTION SCHEDULE

- a) The records retention schedule attached hereto as Schedule "A" forms part of this by-law.
- b) The Records Management Coordinator shall administer this by-law and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.
- c) In determining the retention periods for any records, the Records Management Coordinator shall consider, in consultation with other Village employees where appropriate:
 - i) The operational nature of the records, including the period of time during which the Village uses the records to perform its functions;
 - ii) The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;
 - iii) The fiscal nature of the records, including the period of time necessary for audit or tax purposes; and
 - iv) The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Village.

3. EMPLOYEE RESPONSIBILITIES

All Village employees who create, work with or manage records shall:

- i) Comply with the retention periods as specified in Schedule "A" attached hereto;
- ii) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
- iii) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

4. RECORDS MANAGEMENT COORDINATOR

The Records Management Coordinator shall:

- i) Develop and administer policies and establish and administer procedures for the Village's records management program;
- ii) Periodically review and make recommendations with respect to this by-law, including Schedule "A" attached hereto;
- iii) Ensure that official records are preserved and disposed of in accordance with Schedule "A" attached hereto; and

- iv) Ensure that all disposition notices prepared pursuant to Subsection (a) of Section 5 of this by-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

5. DISPOSITION OF RECORDS

- a) The Records Management Coordinator shall notify the appropriate Village department head or manager in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
- b) The Village department head or manager shall notify the Records Management Coordinator in writing, before the scheduled disposition date, to advise whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.
- c) Prior to destruction of an information database or orphan data, the following documents are required:
 - 1. A written description containing, to the extent that such information is available, the following:
 - a) The title of the system;
 - b) The identification of the business unit responsible for the creation or use of the data;
 - c) A brief description of the system's purpose;
 - d) Where possible, a contents list of the information being destroyed; or
 - e) A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
 - f) The name of the technical contact person who is responsible for documenting the system;
 - 2. The written approval of the Records Management Coordinator; and
 - 3. Where applicable to satisfy the provisions of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
 - 4. After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Records Manager to provide an audit trail.
 - a) Where appropriate and taking into account the principles governing the disposition of official records, the Records Management Coordinator shall re-schedule the disposition of any records listed in the notice referred to in Subsection (b) of this Section for up to one year later than the scheduled disposition date.
 - b) Re-scheduling the disposition of any records beyond a one-year period requires written notice from the Village department head or manager to the Records Management Coordinator for each additional year.

- c) If no notice is received under Subsection (b) of Section 5 of this by-law before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Village department head or manager.
- d) When official records have been disposed of pursuant to this by-law, the Records Management Coordinator shall obtain written confirmation of such disposition.

6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICAL RECORDS

- a) The following principles govern the destruction of official records:
 - i) When there are no further business or legal reasons for retaining official records, they shall be destroyed as appropriate;
 - ii) Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
 - iii) Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.
- b) Official records in the custody or control of the Village shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a disposition notice prepared pursuant to Subsection (a) of Section 5 of this by-law.
- c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

7. APPROVAL OF BY-LAW

- a) This by-law shall not take effect until the Village's auditor has approved it in writing.

8. CITING OF THIS BY-LAW

- a) This by-law may be cited as the "Records Retention By-law".

- 9. That should any other existing by-laws, resolutions, or actions of the Corporation of the Village of Merrickville-Wolford be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

Read a first, second and third time and passed on the 11th day of September, 2023.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk



2020-07

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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	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.	Originating	1	Business need	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.	Originating	4**	Business need	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	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.	Treasury	S+6	Business need	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.	Originating	1** Archival review if sponsored by the Municipality	Business need	Speeches and Presentations - see M08	Accommodation & Travel Arrangements - see A13	Employee and Council Expenses - see F09	Ceremonies and Events - see M02	Invoices - see F01	Rental Agreements - see L14

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A05	Consultants	Records contained should be filed in other classification categories.	Originating	2**	Business need	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	
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.	Originating	6	Business need	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.	Originating	Disposal of item	Business need	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.	Originating	1	Business need						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
A09	Policies and Procedures	Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	15**	g046 g059 g060 g062 g125 g148 g155						
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.	Clerk's	S	Business need	Retention By-Law - see C01	Policies and Procedures - see A09	Records Disposition - see A11			
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.	Clerk's	P	Common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Originating	S	Business need	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.	Originating	1	Business need	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.	Originating	S**	Business need						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	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.	Originating	2	Business need	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.	Originating	5**	Business need	Legislation - see L10	Legislation - see L11				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	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).	Clerk's	2	g071	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.	Originating	5	Business need	Vandalism Reports - see P05	Computer Security - see A03				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Originating	Project finished and no outstanding issues + 2**	g059 g073	As-Builts and drawings - see A27					
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.	Originating	5 Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160	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.	Originating	1	Business need						

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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.	Clerk's	5	g010	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.	IT	2	Business need						
A24	Access Control and Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	IT	5	Business need						

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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.	CAO	6	g110	Employee performance appraisal - see H03	Council Goals & Objectives - see C08	Financial Regulatory reporting, FIR and MPMP - see F27			

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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 or life of system/ asset	g046 g100						
A27	Drawings	Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.		Superseded or life of system/ asset	g073 g141						

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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.	Clerk's	p**	g090 g131			
C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	Clerk's	S	business need			
C03	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's	S+5	business need			
C04	Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.	Clerk's	p** working notes = 6 copies = 2	g131	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.	Clerk's	S	business need			
C06	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Clerk's	6**	g015			
C07	Elections	Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	Clerk's	day action took effect or voting day + 4 Ballot = 120 days after voting or resolution of recount	g069 g070			
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.	Originating	10 **	g052 g159	Environmental Planning - see D03	Official Plan - see D08	

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C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	Clerk's	p** copy = 1	g131			
C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	S	business need			
C11	Reports to Council	Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	Clerk's	p**	common practice - also included in Council Minutes			
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	Clerk's	p**	g131			
C13	Accountability, Transparency & Governance	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	Clerk's	2	g059			

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D01	Demographic Studies	Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	Planning	10**	business need	Vital Statistics - see L12					
D02	Economic Development	Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.	Planning	10**	business need	Demographic Studies - see D01	Residential Development - see D04	Tourism Development - see D06	Industrial/ Commercial Development - see D21		

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D03	Environment Planning	Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.	Planning	15**	g008 g016 g068 g146 g156	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.	Planning	10**	business need						

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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.	Planning	5**	business need	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.	Planning	10**	business need						
D07	Condominium Plans	Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Planning	P Applications = 2 years after final decision	business need						

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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.	Clerk's	P**	g090 (15 years) common practice (P)						
D09	Official Plan Amendment Applications	Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning	Final decision or reflected in revised official plan + 5							
D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	land titles registration + 6	g133						

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D11	Site Plan Control	Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	Planning	P Application = 2 years after final decision	business need	Systems for Servicing Land - see relevant subject.	Site Plan Agreements - see L04				
D12	Subdivision Plans	Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.	Planning	P Application = 2 years after final decision	business need	Subdivision Agreements - see L04					

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D13	Variance Applications	Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.	Planning	P	common practice	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.	Planning	Final decision + 2	business need	Zoning By-Laws - see C01	Variances - see D13				
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.	Planning	Termination of right + 6**	g133	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.	Planning	Termination of right + 6**	g133	Original Agreements - see L04	Original Encroachment By-Laws - see C01				

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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.	Clerk's	p**	business need						
D18	Community Improvement	Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.	Planning	Completion of project + 6**	business need	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.	Planning	S+10**	business need						

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D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	P	business need						
D21	Industrial/ Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Planning	10**	business need	Agricultural Development - see D23					
D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning	S Excludes actual data residing on these systems	business need						
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	Planning	10**	business need						
D24	Official Plan Background	Includes reports pertaining to amendments and changes to the Official Plan.	Planning	Final Decision + 5	business need						

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D25	Deeming Process	Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning	Final Decision + 2	business need						

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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	Planning	10**	g128						

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D27	Part Lot Control	Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Planning	Final Decision + 5	business need						

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E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073 g089	Waste Management - see E07	Storm Sewers - see E02	Treatment Plants - see E03	MOE Approvals - see E21	Drawings/ As Built 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.	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073	Drawings/ As Built and specifications - see A27				

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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.	Works	report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	g008 g059 g073 g082 g089 g152	Private Sewage Disposal Systems - see E12	Drawings/ As Built and specifications - see A27			
E04	Tree Maintenance	Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Works	5	business need g089					

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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.	Engineering	later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5**	g008 g089	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.	Works	5**	business need	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.	Works	10 or cease to apply + 10** post landfill site closure documentation = closure + 25	g008 g037 g038 g039 g041 g042 g073 g089 g112 g117 g121 g138	Sanitary Sewers - see E01	Environment Planning - see D03	Private Sewage Disposal Systems - see E12	Annual reports on blue boxes, recycling program, etc. - see A25	

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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.	Works	15 Specifications =Permanent as per A27	g073 g082 g089 g108 g111	Water Pumping Stations - see E03	Drawings/ As Built and specifications - see A27			

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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.	Works	E+5** Specifications =Permanent as per A27	g073 g082	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.	Works	5** Specifications = life of the pit or quarry	g073 g082	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.	Works	5** or expiry of plan + 2 years	g129	Strategy/plan review – see A25				

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E12	Private Sewage Disposal Systems	Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	Works	7** Specifications = life of system	g037 g082 g129					
E13	Water Monitoring	Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.	Engineering	created, approved or plan no longer in force + 15	g008 g016 g082 g089 g108 g110 g111 g115	Air Quality Monitoring - see E05	Land Quality Monitoring - see E23	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Annual reports - see A25

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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.	Engineering Child Care Facility	created, approved or plan no longer in force + 15 child care facility plumbing flush and water testing = 6	g008 g016 g082 g089 g108 g110 g111 g115	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.	Engineering	created, approved or plan no longer in force + 15	g008 g016 g089 g108 g111 g110	Air Quality Monitoring - see E05	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Facilities Routine water use, monitoring & testing - see P21	

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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.	Engineering	15	g008 g082 g089 g108 g110 g111					
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.	Engineering	End of reporting period to which relates + 7	business need					

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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.	Works	end of plan or designated year + 3	g057 g072 g089	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.	Engineering	created, approved or facility no longer in force + 15	g060					

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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	Engineering	created, approved or plan no longer in force + 15	business need g016 g060	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.	Engineering	Cease to apply + 3	g038 g089 g115 g144					
E22	Private/Small Water Systems	Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Engineering	E+15 maintenance = as long as equipment in use	g108 g115 g116					

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Engineering	7	g082 g156	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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).		use = 7 tank install, inspection = system removed + 5	g045 g140 g141 g147 g158	Underground storage abandonment record - see L07	Major spills - see E23			

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Treasury	close of fiscal tax year end +7 For welfare & child care payments E = provincial government year end + 7	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096	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.	Treasury	close of fiscal tax year end + 7	g006 g007 g032 g034 g053 g055 g062	Write-offs - see F23	Tax Assessments, Rolls and Tax Arrears - see F22	
F03	Audits	Includes records regarding internal and external financial audits of accounts.	Treasury	6	g032 g069	Operational audits - see relevant subject.	Audited Financial Statements - see Financial Statements, F10	

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	Treasury	close of fiscal tax year end + 7	g007 g026 g053 g062	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.	Treasury	6**	business need			
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.	Treasury	Disposal of asset + 10**	g006 g007	Land Acquisition and Sale - see L07		
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.	Treasury	6	g006 g007 g034 g086	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.	Treasury	Debentures surrendered for exchange/ cancellation + 6	g007	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.	Treasury	close of fiscal tax year + 7	g006 g007	Attendance - see H01	Honoraria and fees to Council - see F16	

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.	Treasury	p**	g069	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.	Treasury	repayment of loan + 6	g006 g007			
F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	Treasury	Closure of account + 6	g006			
F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Treasury	close of fiscal tax year + 6	g006 g007 g032 g034 g055			

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F14	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Treasury	close of fiscal tax year + 7**	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086	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.	Treasury	P	g001 g006 g007 g032 g034 g055 g131			
F16	Payroll	Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.	Treasury	Close of fiscal tax year + 6	g001 g005 g007 g019 g032 g034	Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14	Non-payroll related government and statistical reporting - see F27	

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F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Treasury	Close of fiscal tax year + 7	g006 g007 g032 g053 g062	Quotations and Tenders - see F18		
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.	Treasury	E+7** Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062	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.	Treasury	7	g006 g007 g032 g097			
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Treasury	6	g069			
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.	Treasury	7 Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095	Accounts Receivable - see F02	Tax Rolls - see F22	

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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.	Clerk's	P tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 common practice (P)	Accounts Receivable - see F02	Mortgage Companies - see F02	Correspondence related to tax issues that are not of a long term importance - see F02
F23	Write-Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Treasury	6 Court services write-offs – 37 years	g006 g007 g027	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.	Originating	fiscal year or last day of residence + 7	g047 g051 g062 g097			
F25	Security Deposits	Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Treasury	Closure of account + 6	g006 g007			
F26	Working Papers – Financial	Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance.	Treasury	After completion of audit + 1	business need	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.		6	business need	Performance management & quality assurance - see A25		

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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.	Personnel	5 driver's daily logs = 6 months public vehicle and trip reports – 1 year	g035 g050 g151	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.	Personnel	S	business need	Payroll - see F16	Individual Pension and Benefit records - see H10	

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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.	Personnel	<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>	<p>g035</p> <p>g045</p> <p>g065</p> <p>g103</p> <p>g139</p> <p>g148</p>	Grievances - see H14	Harassment - see H15	Health & Safety Training - see H04

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Personnel	3 Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125	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.	Personnel	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054	Employee Records - see H03		
H06	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Personnel	S**	business need			
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Personnel	Expiry of contract period + 10**	g013	Collective Agreement - see L04		
H08	Organization Design	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Originating	S**	business need	Job Descriptions - see H06		

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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.	Personnel	5	business need	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.	Personnel	Termination of employee + 6	g001 g088	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.	Personnel	1	g071	Successful applications - see H03		

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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.	Personnel	<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>	<p>g043</p> <p>g045</p> <p>g139</p> <p>g148</p>	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	Personnel	Resolution of claim + 3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125	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.	Personnel	Resolution of claim + 10	g013 g054	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.	Personnel	Resolution of complaint + 3	g054 g059 business need	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.	Personnel	date employee ceased to be employed by employer + 7	business need			
H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Personnel	E+40 or 20 years after last record of exposure	g078 g079 g103			

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H18	Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	Personnel	When STD/LTD claims are resolved + 3	g078 business need			
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.	Personnel	day issued or earlier as may be specified by Commission + 5	g010 g054			
H20	Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists.	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075	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.	Personnel	5	business need			
H22	Employee Certifications	Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	Personnel	certification expired + 2	g059 g077			

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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.	Court Services	completion + 2	g024 MOU	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.	Court Services	completion + 6	g022 MOU g023 MOU	
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.	Court Services	4	MOU	
J04	Court Dockets	Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	Court Services	3 statement of defence – not set to trial = 5	g025 MOU g093 MOU g150 MOU	
J05	Transcripts & Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Court Services	6**	g029 MOU g093 MOU	
J06	Enforcements & Suspensions	Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	Court Services	8	MOU	
J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Courts.	Court Services	7	MOU	Appeals & Hearings (Municipal) - L01
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 RCM cash payments and receipt reports, analysis, adjustments.	Court Services	8	MOU	

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J09	Disclosure	Includes information requested by individuals in preparation for court cases.	Court Services	6	MOU	
J10	Certificates of Conviction (Part 2)	Includes Court and POA records including Part 2 - Certificates of Conviction.	Court Services	6	MOU	

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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.	Clerk's	P after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)	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.	Clerk's	Resolution of claim and all appeals + 2 ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162	Appeals and Hearings - see L01			
L03	Claims by The Municipality	Includes all litigation and insurance claims made against other parties by the municipality.	Clerk's	Resolution of claim and all appeals + 2	g056 g057 g072	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.	Clerk's	act or omission on which claim is based took place + 15**	g060 g068	Office Equipment Maintenance Agreements - see L14	Contracts regarding Land - see L07	Insurance Policies - see L06	Line fence agreements - see P01

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L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	Clerk's	After a new appraisal has been done + 15	g060				
L06	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Clerk's	Expiry of policy + 15	g060	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.	Clerk's	Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed	g041 g095 g133 g153	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.	Clerk's	S**	business need				

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L09	Precedents	Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Clerk's	S**	business need				
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	S	business need				
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	S	business need				
L12	Vital Statistics	Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.	Clerk's	P (may be captured in provincial registry?) Marriage licences 2 years	common practice (P)	Population Statistics - see Demographic Studies - D01			
L13	Prosecutions	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Originating	Delivery of judgement + 7	g059 (2 year limitation) g060 (15 year limitation) common practice	By-Law Enforcement - see P01	Appeals and Hearings - see L01		

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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)	Clerk's	Expiry of contract + 2** Long term care service providers = expiry + 7	g041 g042 g053 g059 g062 g130	Contracts and Agreements Under By-Law - L04	Line Fences agreements - see P01		

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	Originating	1**	business need	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.	Originating	5**	business need	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.	Originating	1	business need	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.	Originating	5**	g054 g121 g154 g160	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.	Originating	1**	business need	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.	Originating	1**	business need				

PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Originating	S** S+3 if publication is subject to copyright or trademark	g134				
M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	Originating	3**	business need	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.	Clerk's	S+5**	g134 g136				
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.	Originating	S + 2	g059	Published website content - see M07			
M11	Public Relations and Public Awareness	Includes 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.	Originating	5**	business need				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Originating	6**	g059 g089	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.	Originating	5**	business need						
P03	Emergency Planning and Response	Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Originating	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies	g144						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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	Originating	S+5	g038 g076 g121 g140 g142 g143 g149	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.	Originating	5	g011	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

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Building	inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123	By-Law Enforcement - see P01					
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.	Public Health	S, minimum 1 year	g045	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.	Originating	10**	g059 g089 common practice	By-law Enforcement - see P01	Harassment & Violence staff investigations - see H15				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Clerk's	Expiry of licence + 2	g017	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.	Building	P	g090 (15 years) common practice (P)	All other permits - see P11					
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.	Originating	Expiry of permit + 2	g017	Building Permits - see P10	Encroachment Permits - see D16	Burial Permits - see S09	Road and lane opening/ closings - see T09		

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
P12	Warrants	Includes all warrants issued for By-Law enforcement purposes.	Court Services By-law Services	Execution of warrant + 2 Court services search warrants – 40 years	g028 g059						
P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity.	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5	business need	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.	Originating	date animal was last in the pound + 2	g012	Dog Licenses - see P09					

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Originating	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	g071 business need						
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services	Originating	S+5	g011						
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.	EMS	S+5	g011						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	EMS	S+5	g011	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	EMS	S+2	business need						
P20	Prohibitions & Notices	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Legal	15	g016						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Parks & Recreation Child Care Facility	<p>pools and recreational camps = 1</p> <p>child care facility plumbing flush and water testing = 6</p>	g049 g109						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Parks & Recreation	program development & evaluation = 3** program registration = 1 attendance fee collection = 6	business need g071 g006				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Community Services	S (review after 3 years)	g125	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Community Services	5 (review after 3 years)	business need	Long Term Care Facility Residents - see S03	Long Term Care Operations - see S18	Disability Support Clients - see S11				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Community Services	Discharged + 10	g061 g097	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Community Services	5 (review after 3 years)	business need	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		

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Community Services	<p>date of last entry + 5</p> <p>outstanding overpayment = overpayment resolved + 5</p> <p>Fraud investigation = fraud resolved + 5</p> <p>outstanding family support issues = 10</p>	g019 g084 g085	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.	Public Health	<p>discharged as a client + 15 years</p> <p>Note: reportable diseases may be longer</p>	g060 college of physicians & surgeons of Ontario recommendation							

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Community Services	S (review after 3 years)	business need	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.	Public Health	S (review after 5 years)	business need	Medical Client case files - see S06						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Clerk's	p** Transfer to archives if no longer managed Burial permits = 2	g048 g101	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.	Community Services	Last participated date + 3	g126	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Community Services	no longer receiving support + 7	g155	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	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Community Services	10	g052 g163	Resources used to assist potential tenants - see S04						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
S13	Housing Tenant Clients	Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.	Community Services	no longer resides + 5	g053 g163	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P04	Serious occurrences and abuse allegations involving municipal staff - see H15					
S14	Home Child Care Program Administration	Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.	Community Services	3	g125							

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Community Services	Last participated date + 3	g126	Day care and day nursery clients - see S10						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Community Services	7 years	business need							
S17	Client Care Coordination	Includes records regarding individual clients and their care coordination planning.	Community Services	no longer receiving support + 10	g019 g053 g084 g085 g126 g155	Public health medical client information - see S06						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Community Services	4	g003 g064 g163	complaints - see M04	serious occurrence and abuse allegations investigation - see P04	Food preparation & Service monitoring - see S19				

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Community Services	1	g063							
S20	Cemetery Operations	Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.	Cemetery	Contract fulfilled or no longer applies + 6 years	g047	burial permits, interment records, etc. - see S09						

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Works	Removal of the equipment + 6 Specifications = P	business need			
T02	Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Works	Closure of lot or space + 6	business need			
T03	Public Transit Operations	Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination.	Works	Closure of route/ shelter/ stop + 1**, 2 year minimum retention	business need g094	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.	Works	project finished + 1** Specifications = P	g073	Design and Planning - see T05	Routine maintenance and minor improvements to road systems - see Road Maintenance - see T06	As-Builts - 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.	Works	project finished + 1** Specifications = P	g073			

PRIMARY HEADING: TRANSPORTATION

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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 side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.	Works	project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	g073 g139	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.	Works	Removal of sign/signal + 1	g073	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.	Works	project finished + 1** Temporary road closures = 2 years	business need	Permits for temporary closure - see P11		
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.	Works	project finished + 1**	business need	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.	Works	project finished + 1	business need			

PRIMARY HEADING: TRANSPORTATION

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Works	project finished + 1 Specifications = P	g073			

PRIMARY HEADING: VEHICLES AND EQUIPMENT

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Originating	termination of lease) + 2 public vehicles trip record = 1 Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130	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.	Originating	Disposal of equipment + 1	g074 common practice			
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.	Originating	Disposal of equipment + 1	g074 common practice			
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.	Originating	Disposal of equipment + 1	g074 g075 common practice	Uniforms and Clothing - see A14		

PRIMARY HEADING: VEHICLES AND EQUIPMENT

	SECONDARY HEADING	DESCRIPTION	RESPONSIBLE DEPT.	TOTAL RETENTION (# OF YEARS AFTER CURRENT YEAR)	RETENTION JUSTIFICATION/ CITATIONS	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.	Originating	Disposal of equipment + 1 Set-up tests = until superseded	g074 g157	Gasoline storage tanks - see E24	Mechanical & operational systems integral to building structure - see A26	Private/small water systems - see E22

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

WHEREAS the Legion is a non-profit organization assuming the responsibility of maintaining the tradition of Remembrance of those who paid the supreme sacrifice by defending our great nation in past and present conflicts, so that we as Canadians can live in the freedom that we enjoy today;

AND WHEREAS the Legion supports and provides financial assistance to numerous programs that benefit out Veterans, seniors, and youth in our community;

AND WHEREAS Legion week is an opportunity to learn more about Canadian military history and to recognize the Royal Canadian Legion's commitment to veterans and their families and to our community;

AND WHEREAS Merrickville Legion Branch 245 is a valuable asset to the Merrickville-Wolford community and has requested that the Village of Merrickville-Wolford proclaims National Legion Week in our community;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby proclaim the week of September 17-23, 2023 as "National Legion Week" in the Village of Merrickville-Wolford.

Carried / Defeated

Michael Cameron, Mayor

Proclamation
National Legion Week
September 17-23, 2023

WHEREAS the Legion is a non-profit organization assuming the responsibility of maintaining the tradition of Remembrance of those who paid the supreme sacrifice by defending our great nation in past and present conflicts, so that we as Canadians can live in the freedom that we enjoy today;

AND WHEREAS the Legion supports and provides financial assistance to numerous programs that benefit out Veterans, seniors, and youth in our community;

AND WHEREAS Legion week is an opportunity to learn more about Canadian military history and to recognize the Royal Canadian Legion’s commitment to veterans and their families and to our community;

AND WHEREAS Merrickville Legion Branch 245 is a valuable asset to the Merrickville-Wolford community and has requested that the Village of Merrickville-Wolford proclaims National Legion Week in our community;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby proclaim the week of September 17-23, 2023 as “National Legion Week” in the Village of Merrickville-Wolford.

Dated at the Village of Merrickville-Wolford this 11th day of September, 2023.

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Pride Month

Be it hereby resolved that:

WHEREAS the Corporation of the Village of Merrickville-Wolford supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS all people regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, genetic characteristics or disability have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS the Corporation of the Village of Merrickville-Wolford accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS the Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, plus (2SLGBTQI+) communities contribute to the cultural, civic, and economic successes of the Municipality; and

WHEREAS to bring awareness to the 2SLGBTQI+ Pride movement, the Corporation of the Village of Merrickville-Wolford will, each year, display the Progress Pride Flag for the month of June. The Progress Flag represents: life, healing, light, prosperity, serenity, spirit, marginalized citizens of colour, and transgender and non-binary citizens.

NOW THEREFORE: Corporation of the Village of Merrickville-Wolford does henceforth proclaim June as “Pride Month” and encourages our residents to reflect on the ongoing struggle for equality members of the 2SLGBTQI+ community face and to celebrate the contributions that enhance our Municipality.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Replacement of Baseball Diamond Lights

Be it hereby resolved that:

WHEREAS the ball diamond lights have been burnt out for a couple years, this has not allowed the Municipality to capture all the interest shown in the booking of the ball diamonds, thus losing revenue opportunity;

WHEREAS there are funds available to the Municipality to replace the burnt out lights, which was discussed and confirmed at our recent budget discussions;

WHEREAS we have received ongoing questions from members of the public and local leagues about replacing the burnt out lights;

WHEREAS baseball diamonds that have a full complement of lighting extends the season, spring, fall and night games allowing more games to be played thus capturing more revenue;

WHEREAS keeping our sports facilities in good standing order, attracts interest in growth and has a direct benefit to the community both physically and mentally;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to replace the burnt out ball diamond lights, to provide safe usage of the facilities, and benefit the remainder of the 2023 season, and insure that the facilities are ready to support the upcoming 2024 baseball season;

AND FURTHER THAT staff replace the burnt out lights immediately to limited our liabilities.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Municipal Wide Garbage and Recycling Service

Be it hereby resolved that:

WHEREAS it is a Municipalities responsibility to deliver core services to it's residents, collection of solid waste materials and recyclables, is one of those core services, and plays a vital role in the cleanliness and sustainability of our communities;

WHEREAS a Municipal wide waste collection service delivered to all resident, insures that waste materials and recyclable items are being collected on a constant schedule, when waste is not disposed of properly, it can leak harmful pollutants into the air, soil and water, our current model does not meet that need in the rural area, putting some neighbourhoods at risk;

WHEREAS given our geography, making it challenging for some residents to consistently make time to drive to the landfill, some rural residents have up to a 24km drive one-way on a weekly basis, growth is expected to continue for the next ten to fifteen years, under our current model, the number of visits per day currently to our landfill would be unsustainable, the service needs to evolve to meet current and future demand;

WHEREAS current residents have been asking for garbage and recycling collection to expand to all rate payers;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to bring back to council two

options for a Municipal wide garbage and recycling collection model, one through a private provider and the other an in-house model;

AND THAT staff is to reach out to Rideau Lakes, as they have a well-established in house garbage and recycling collection model that covers all residents both on public and private roads, and are able to provide a true cost of an in house model;

AND FURTHER THAT the costing for the two options are to be delivered to Council by years end 2023 or before for consideration in the 2024 capital budget.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Request RFQ to Improve Road Infrastructure

Be it hereby resolved that:

WHEREAS it is in the best interest of the Municipality to capture and maximize opportunity in growth;

WHEREAS a shortage of housing in Ontario has resulted in the high cost of housing and reduced affordability especially for first time home buyers who look to rural areas for better affordability and remote work opportunities;

WHEREAS addressing this challenge requires planning and preparation by municipalities in line with the Provincial Policy;

WHEREAS it is in the best interest of the tax payers of Merrickville-Wolford, to strengthening our financial position in the long term, to attract and capture these opportunities for growth in the rural ward which is already being realized by surrounding Municipalities;

WHEREAS ongoing complaints about the present condition of rural roads infrastructure in the rural ward points to a serious issue that is limiting the attractiveness to developers and rural settlement in general;

NOW THEREFORE BE IT RESOLVED THAT the council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to request quotes for upgrading each of the five gravel roads discussed during the 2023 budget sessions, those roads being Pioneer Road, Land O'Nod Road, Carley's Corners Road, Yule Road and

Corktown Road. The scope of work is to meet current Engineering Practices and Ontario Provincial Standards for rural roads to be rebuilt to a standard to receive a tar and chip surface expected to have a long service life, and include all roadside clearing from fence line to fence line and ditching to effectively drain water and improve sight-lines for safety;

AND THAT staff investigate provincial infrastructure grants and loan opportunities that can assist in financing these projects;

AND FURTHER THAT the quotes and financing plan be delivered to Council by November 2023 or before consideration in the 2024 capital budget.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Committee of the Whole

Be it hereby resolved that:

WHEREAS the municipality will benefit from the sharing of operational information with Council throughout the year, facilitating better two-way communication between Council and staff on important topics in the areas of finance, public works, buildings, and economic development;

AND WHEREAS a series of Committee of the Whole meetings each year will provide a forum for discussing results, plans, priorities, and ideas for increasing value-add for taxpayers, and importantly will result in earlier approval of annual operating and capital budgets;

THEREFORE BE IT RESOLVED THAT The Corporation of the Village of Merrickville-Wolford does hereby create the Committee of the Whole having the following guiding principles:

1. The entire Council meets with senior staff and department heads on a quarterly basis to review progress reports, forecasts, and plans for the following quarter including capital plan for the following year. Additional Committee meetings may be called as needed.
2. Additional topics related to new ideas and best practices gleaned from other municipalities are encouraged to be discussed and debated.
3. Discussion between Council and staff members is intended to be informal. The main goal is improving communications and gaining understanding of challenges and opportunities for achieving continuous improvement.

4. Decisions affecting the business of the municipality will not be made in this committee, but direction may be provided to staff to undertake research and report back. Recommendations from this Committee will be forwarded to Council when a business decision is required.

AND THAT Council directs staff to:

1. Schedule quarterly Committee meetings on a mutually agreeable weekday afternoon in the 4th week of the months of January, April, July and October each year, starting in October 2023.
2. Prepare agendas and minutes for each meeting; minutes to be circulated within 7 days following each meeting.
3. Prepare progress reports for each department including quarterly and YTD activity levels, financial results and year-end forecasts for review and discussion during Committee meetings.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Request to Reduce the Speed Limits on Kilmarnock and Roses Bridge Roads

Be it hereby resolved that:

WHEREAS it is in the best interest of Municipality to review and adjust speed limits on Municipal Roads when the need presents itself; and

WHEREAS the community along Kilmarnock Road and Roses Bridge Road have requested that the Municipality consider reducing speed limits along these two Rural roads; and

WHEREAS the rural roads are utilized by farm equipment and personal vehicles, bicycles and local families, walking with their children and pets, the roadway offers very little area to accommodate for wide farm equipment and oncoming traffic and very little to no shoulder for safe passage of pedestrians;

WHEREAS with increased traffic during the Spring, Summer and Fall due to tourism along the Rideau Canal and an increase of housing in the area over past couple of years, both Kilmarnock and Roses Bridge Roads have become more challenging and unsafe to the local community;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to move forward with reducing the current speed limit on Kilmarnock and Roses Bridge Roads;

AND THAT the necessary by-law be prepared.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Notice of Motion: Letter of Support for New Horizons for Seniors Grant Application

Be it hereby resolved that:

WHEREAS The community-based stream of the New Horizons for Seniors Program (NHSP) is a federal grant that supports community-based projects that are designed by seniors for seniors and that the program funds projects that empower seniors in their communities and contribute to improving their health and well-being; and

WHEREAS One of the three foundational pillars in the current Municipal Strategic Plan is "Promoting Healthy Living" and identifies us as a community that supports physical and mental well-being and helps people pursue their passions; and

WHEREAS The "Promoting Healthy Living" pillar specifically includes the objectives of (amongst others) *Ensure a healthy community that considers the wellbeing of people and ecosystems and "Aging in Place" – A strategy that encourages and supports residents to remain in the community; and*

WHEREAS the objectives of the Zen Mindset Activities for Senior Rural Women initiative align with objectives of the Municipality;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford direct staff to send a letter supporting the grant application "New Horizons for Seniors Program Grant application" as prepared by Zen Mindset Inc.

Carried / Defeated

Michael Cameron, Mayor

Sally McRae
ZenMindset Inc.
123 William Street P.O. Box 709
Merrickville, Ontario K0G 1N0

September 4, 2023

Anne Barr
Deputy Mayor, Councillor
Village of Merrickville-Wolford
317 Brock Street West, P.O. Box 340
Merrickville, Ontario K0G 1N0

Subject: Support Letter for "Zen Mindset Activities for Senior Rural Women"

Dear Anne,

I am writing to request the support of Council in the form of a community support letter to be submitted with a New Horizons for Seniors Grant program application by Zen Mindset Inc. in Merrickville, Ontario. The community-based stream of the New Horizons for Seniors Program (NHSP) is a federal grant that supports community-based projects that are designed by seniors for seniors. This program funds projects that empower seniors in their communities and contribute to improving their health and well-being.

Our mission is to enable senior women to pursue fulfilling and meaningful lives through creative expression, learning, and friendship. Our mandate is to provide accessible, inclusive, and diverse programs that address the interests and needs of senior rural women. Our objectives are to improve the well-being, self-esteem, and social connection of senior women in our community of Merrickville-Wolford and surrounding rural areas. Our target group is senior rural women, who may also belong to other groups such as newcomers, visible minorities, members of 2SLGBTQIA+ communities, people with disabilities, low income, remote/rural, or official language minority communities.

The Zen Mindset Activities for Senior Rural Women project will have a positive impact the physical and mental health of our aging female population in your community by engaging them with each other and the community around them. By following the established National Priorities outlined in the New Horizons for Seniors Grant Program this project will support healthy ageing, help prevent senior abuse while supporting financial security through education and promote inclusion thereby reducing the sense of isolation in our seniors.

Please contact me if you require any further information or have any questions or concerns.

Yours sincerely,

Sally McRae CFP, FCSI, FMA
info@zenmindset.ca
(613) 277-5877

September 11, 2023

Employment and Social Development Canada (ESDC)
New Horizons for Seniors Program (NHSP)
P.O. Box 538 Station Don Mills
North York, Ontario M3C 0N9

Subject: Support Letter for "Zen Mindset Activities for Senior Rural Women"

Dear Madam or Sir,

The Corporation of Village of Merrickville-Wolford is writing to you in support of an application submitted by Zen Mindset in Merrickville Ontario, for funding through Community-based stream of the New Horizons for Seniors Program (NHSP). With a median age of 54.4 (Male: 53.2, Female: 55.6) and a largely rural population of 3,135 people, Merrickville-Wolford is the right demographic for what the New Horizons for Seniors Program serves.

The municipality of Merrickville-Wolford was amalgamated in 1998 through the joining of the small urban Village of Merrickville and the larger rural Township of Wolford. Merrickville is considered one of the oldest settlements along the historic Rideau canal. In addition to Merrickville, the municipality comprises the smaller rural communities of Carleys Corners, Eastons Corners, Hemlock Corners, Jasper, Snowdons Corners, Wolford Centre, Wolford Chapel, Yule and surrounding communities.

The Municipality's Strategic Plan identifies three key priorities for our community: "Promote Healthy Living"; "Building A Progressive, Growing Economy"; and "Protecting Heritage, Rural, and Natural Environments". The objectives and goals of the project described in the grant application from Zen Mindset Inc align very well under our "Promote Healthy Living" pillar, particularly with the "Ageing in Place" strategy.

The outlined project will have a positive impact the physical and mental health of our aging female population in our community by engaging them with each other and the community around them. By following the established National Priorities outlined in the New Horizons for Seniors Program this project will support healthy ageing, prevent senior abuse while supporting financial security through education and promote inclusion thereby reducing the sense of isolation in our seniors.

We support this project as it will support local, and community needs such as addressing social isolation and ageism. Overall, the project will benefit our community by encouraging social participation and well-being of senior women in our rural community of Merrickville-Wolford and surrounding areas.

For the reasons noted above, we are excited to support their funding request.

Yours sincerely,

Michael Cameron
Mayor

Village of Merrickville-Wolford
317 Brock Street West, P.O. Box 340
Merrickville, Ontario K0G 1N0
mayor@merrickville-wolford.ca

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

By-law 43-2023, being a by-law to confirm the proceedings of the Council meeting of September 11, 2023, be read a first and second time, and that By-law 43-2023 be read a third and final time and passed.

Carried / Defeated

Michael Cameron, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 43-2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON SEPTEMBER 11, 2023

WHEREAS section 5(3) of the Municipal Act, 2001 states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on September 11, 2023 be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. The proceedings and actions of Council at its meeting held on September 11, 2023 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 11th day of September 2023.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: September 11, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at p.m. until the next meeting of Council on Tuesday, October 10, 2023 or until the call of the Mayor subject to need.

Carried / Defeated

Michael Cameron, Mayor