



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
REGULAR COUNCIL MEETING  
AGENDA**

**Thursday, October 8, 2020, 6:30 P.M.**

An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government. As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting.

	<b>Pages</b>
<b>1. <u>CALL TO ORDER AND ROLL CALL</u></b>	
<b>2. <u>ADOPTION OF THE AGENDA</u></b>	
Draft Motion: BE IT RESOLVED THAT the Regular Council Agenda dated October 8, 2020 be adopted as presented/amended.	
<b>3. <u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u></b>	
<b>4. <u>REPORT FROM CLOSED SESSIONS</u></b>	
<b>5. <u>ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS</u></b>	
<b>5.1 DRAFT Regular Council Meeting - September 17, 2020</b>	<b>1</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on September 17, 2020 be adopted as presented/amended.	
<b>5.2 DRAFT Special Council Meeting - September 22, 2020</b>	<b>8</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on October 8, 2020 be adopted as presented/amended.	
<b>6. <u>BUSINESS ARISING FROM THE MINUTES</u></b>	
<b>7. <u>DELEGATIONS/PRESENTATIONS</u></b>	
<b>7.1 Registered Delegations - With Presentations</b>	
<b>7.1.1 James Black</b>	
RE: Domestic water supply line servicing 41 Goward Ave	
<b>7.2 Invited Presentations</b>	
<b>7.3 Registered Delegations - Without Presentations</b>	
<b>7.4 Unregistered Delegations</b>	
<i>* 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations*</i>	
<b>8. <u>CONSENT AGENDA ITEMS</u></b>	
Draft Motion:	

BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.

**8.1 Staff Report(s) for Information:**

**8.2 Correspondence for Information:**

*Hard copies of all correspondence for information is available at the Municipal office on request. The information items have been circulated to Council prior to the meeting.*

Draft Motion:

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.5 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

**8.2.1 AMO's Annual Report on the Federal Gas Tax Fund**  
Report available on the Municipality Website

**8.2.2 Solicitor General** 10  
Re: Letter from Minister Sylvia Jones

**8.2.3 Ministry of Municipal Affairs and Housing** 17  
RE: Letter from Minister Steve Clerk

**8.2.4 Halloween Pumpkin Carving Contest** 19

**8.2.5 Trick or Treat** 20

**8.3 Minutes of Local Boards & Committee:**

Draft Motion:

BE IT RESOLVED THAT Council receive Minutes of Local Board and Committee Meetings for Information.

**8.3.1 Board of Management of Au Château - June 2020 Minutes** 21

**8.3.2 Temagami Public Library Board - June 2020 Minutes** 25

**8.3.3 Memorandum of Understanding Committee - June and September, 2020 Draft Minutes** 27

**8.3.4 Temagami Whispering Pines Cemetery Board - August and September, 2020 Minutes** 31

**9. STAFF REPORTS**

**9.1 Temagami Fire Department Report - September 2020** 35

Draft Motion:

BE IT RESOLVED THAT Council receive the report from Temagami Fire Department for the month of September, 2020

**9.2 2020-M-123 Treasurer/Administrator Report** 36

Draft Motion:

BE IT RESOLVED THAT Council receive the Treasurer/Administrator's report dated October 8, 2020.

**9.3 2020-M-124 COVID Financial Reporting** 37

Draft Motion:

BE IT RESOLVED THAT Council receive the COVID Financial Report up to September 25<sup>th</sup> for information;

AND FURTHER THAT Council approves the design of the report subject to amendments once the template from the Province has been received.

<b>9.4</b>	<b>2020-M-125 COVID Phase 2</b>	<b>39</b>
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to prepare for an application under phase 2 of COVID-19 funding from the Province of Ontario and prepare an application is a major COVID-19 related project is known.	
<b>9.5</b>	<b>2020-M-126 Types of Structures for Economic Development</b>	<b>43</b>
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to prepare a business case supporting the establishment of an Economic Development Corporation as required by Provincial Regulation.	
<b>9.6</b>	<b>2020-M-127 Records Retention Policy</b>	<b>45</b>
	Draft Motion: BE IT RESOLVED THAT Council directs Staff to update the Records Retention Policy;  AND FURTHER THAT Staff prepare a By-Law for Council's consideration at the next meeting.	
<b>9.7</b>	<b>2020-M-128 Frivolous and Vexations Policy</b>	<b>148</b>
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to prepare a policy to govern the handling of frivolous and vexatious complaints.	
<b>9.8</b>	<b>2020-M-129 Sharps Policy</b>	<b>149</b>
	Draft Motion: BE IT RESOLVED THAT Council directs Staff to ensure that handling sharps is included in the Health and Safety Manual;  AND FURTHER THAT the 'sharps' policy be deferred until there is more evidence of need.	
<b>9.9</b>	<b>2020-M-130 Access Point Next Step</b>	<b>155</b>
	Draft Motion: BE IT RESOLVED THAT Council direct the MOU Committee and Staff to work with Temagami First Nation to engage legal counsel for the purpose of assisting in the formation of the appropriate entity to jointly manage the Lake Temagami Access Point Parking.	
<b>9.10</b>	<b>2020-M-131 Temagami Forest Management Corporation</b>	<b>157</b>
	Draft Motion: BE IT RESOLVED THAT Council provide direction to Staff on how to proceed with nominating a representative to the Temagami Forest Management Corporation's Board of Directors.	
<b>10.</b>	<b><u>COUNCIL COMMITTEE REPORTS</u></b>	
<b>11.</b>	<b><u>ANNOUNCEMENTS - MAYOR AND COUNCIL</u></b>	
<b>12.</b>	<b><u>CORRESPONDENCE</u></b>	
<b>12.1</b>	<b>Action Correspondence</b>	
<b>12.1.1</b>	<b>2020-M-132 Correspondence from Ratepayer</b>	<b>158</b>
	Draft Motion: BE IT RESOLVED THAT Council receive the letter from ratepayer;	

AND FURTHER THAT Council directs Staff to coordinate any disturbance in the road for this project and offer \$3,000 towards the cost.

**12.1.2      2020-M-133 ZBA 20-01 Hull** 160

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2020-M-133 regarding Statutory Public Meeting for Zoning By-law Amendment – ZBA-20-01- Hull, for the subject property located at 2 Sunset Crescent;

AND FURTHER THAT Council acknowledges receipt of Zoning By-Law Amendment – ZBA-20-01 - Hull, and deems the application complete;

AND FURTHER THAT Council set the date and time for the Statutory Public Meeting for Zoning By-Law Amendment - ZBA-20-01 - Hull. The first available date for the Statutory Public Meeting can be held on the same day as the regular Council meeting on Thursday, October 29, 2020 at 6:00 p.m.

AND FURTHER THAT a secondary date of November 19, 2020 at 6:00 p.m. be scheduled if the Statutory Public Meeting is unable to be held on October 29, 2020.

**12.2      Resolution from Other Municipalities**

**12.2.1      2020-M-134 Resolution from Township of Matachewan** 178

Draft Motion:

BE IT RESOLVED THAT Council support resolution 2020-280 of the Township of Armstrong as supported by Resolution 2020-184 of the Township of Matachewan.

**13.      BY-LAWS**

**14.      COMMITTEE MEETINGS**

**15.      UNFINISHED BUSINESS**

**15.1      Home Occupations and Home Industries** 181

Draft Motion:

BE IT RESOLVED THAT Council approved the draft wording for circulation.

**15.2      Secondary Dwelling Units** 199

Draft Motion:

BE IT RESOLVED THAT Council approved the draft wording for circulation.

**16.      NEW BUSINESS**

**17.      NOTICE OF MOTION**

**18.      QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**

**19.      CONFIRMATION BY-LAW** 215

Draft Motion:

BE IT RESOLVED THAT By-law 20-1525, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 08 day of October, 2020;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**20.      ADJOURNMENT**



Draft Motion:

BE IT RESOLVED THAT this meeting adjourn at x:xx p.m.



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**REGULAR COUNCIL MEETING**

**DRAFT MINUTES**

**Thursday, September 17, 2020, 6:30 P.M.  
Main Level Chambers**

**PRESENT:** D. O'Mara, C. Dwyer, B. Leudke, J. Harding, M. Youngs, J. Shymko,  
J. Koistinen

**STAFF:** C. Davidson, S. Fournier, S. Pandolfo, J. Sanderson, D. Bell

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 6:30 pm.  
There were 3 people in the audience. The Mayor called the Roll.

**ADOPTION OF THE AGENDA**

20-257

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the Regular Council Agenda dated September 17, 2020 be adopted as amended.

**CARRIED**

**DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

The Mayor requested disclosure of pecuniary interest. Administration reported that none were received prior to the meeting. There were no other disclosure made.

**REPORT FROM CLOSED SESSIONS**

Treasurer/Administrator Davidson reported that during the closed sessions an update was received regarding potential land disposition by the Municipality, potential land acquisition by the Municipality, potential litigation related to Official Plan matters, Municipal Freedom of Information request received and regarding directions between Council and Legal Counsel.

**ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**

**DRAFT Regular Council Meeting - August 27, 2020**

20-258

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on August 27, 2020 be adopted as presented.

**CARRIED**

## **BUSINESS ARISING FROM THE MINUTES**

### **DELEGATIONS/PRESENTATIONS**

Councillor Shymko arrived at 7:01 p.m.

#### **Registered Delegations - With Presentations**

##### **John Kenrick**

RE: Local Forest Management Corporation (LFMC) Presentation

20-259

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the presentation from J. Kenrick regarding a proposal for a Temagami Local Forest Management Corporation.

**CARRIED**

#### **Invited Presentations**

#### **Registered Delegations - Without Presentations**

##### **Unregistered Delegations**

*\* 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations\**

## **UNFINISHED BUSINESS**

#### **Official Plan Review Update**

20-260

MOVED BY: J. Koistinen

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the report from Jamie Robinson, BES, MCIP, RPP from MHBC dated September 17, 2020; Update on Official Plan Review.

**CARRIED**

## **NEW BUSINESS**

#### **Lake Capacity Estimates**

20-261

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the Lake Capacity Study Cost Estimates report.

**CARRIED**

## **CONSENT AGENDA ITEMS**

20-262

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.

**CARRIED**

### **Staff Report(s) for Information:**

### **Correspondence for Information:**

20-262 B

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.2 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

**CARRIED**

#### **8.2.1 Ministry of Natural Resources and Forestry**

RE: Amendments to Ontario Regulation 244/97 and Aggregates of Ontario Provincial Standards under the Aggregate Resources Act

#### **8.2.2 Ministry of Natural Resources and Forestry**

RE: Inspection of MNRF - Approved Prescribed Burn Plan for Slash Burning Nipissing Forest

### **Minutes of Local Boards & Committee:**

## **STAFF REPORTS**

### **Temagami Fire Department Report - August 2020**

20-263

MOVED BY: J. Shymko

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council receive the report from Temagami Fire Department for the month of August, 2020.

**CARRIED**

### **2020-M-113 Treasurer/Administrator Report**

20-264

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the report from the Treasurer/Administrator dated September 17, 2020.

**CARRIED**

**2020-M-114 2021 MNRF Communication LFMC**

20-265

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the notice of consultation from the Ministry of Natural Resources and Forestry concerning the Local Forest Management Corporation;

AND FURTHER THAT Council directs Staff to prepare a letter for the Mayor's signature voicing the Municipality of Temagami's support for the creation of the Local Forest Management Corporation under the Ontario Forest Tenure Modernization Act, 2011, to manage the Temagami Management Unit.

**CARRIED**

**2020-M-115 2021 Budget Variance**

20-266

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive the budget variance dated September 8 for information.

**CARRIED**

**2020-M-116 2021 Ambulance Budget**

20-267

MOVED BY: M. Youngs

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council approve the proposed 2021 budget for the Temagami Ambulance Service;

AND FURTHER THAT Council directs Staff to forward this to the Nipissing District Social Service Administration Board to be included in their budget deliberations.

**CARRIED**

**2020-M-117 Ambulance Building Renovations and Upgrades**

20-268

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2020-M-117;

AND FURTHER THAT Council directs Staff to complete the recommended priority repairs and renovations in accordance with the procurement policy and within the budget restrictions provided for the ambulance building repairs.

**CARRIED**

**2020-M-118 Ambulance Building Purchases - Paramedic Requests**

20-269

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2020-M-118;

AND FURTHER THAT Council directs Staff to coordinate with the Team Lead of the Temagami Ambulance Service to determine the priority of the requested purchases;

AND FURTHER THAT Staff be authorized to use the retained portion of the 2019 surplus towards the priority items and that the remaining items be considered in future budgets.

**CARRIED**

**2020-M-119 Electric Vehicle Charging Stations**

20-270

MOVED BY: M. Youngs

SECONDED BY: C. Dwyer

WHEREAS Council received email correspondence from Mr. Bull regarding interest in pursuing funding opportunities for Electric Vehicle Charging Stations at the August 6, 2020, regular Council Meeting;

AND WHEREAS Council directed municipal staff conduct more research on the proposed initiative and provide recommendation at a subsequent meeting;

AND WHEREAS staff was unsuccessful in finding any available grants or funding associated with electric vehicle charging stations;

NOW THEREFORE BE IT RESOLVED THAT staff be directed to commence discussions with the business community to see if there is an interest in proceeding with this endeavor.

**CARRIED**

**2020-M-120 Amendments to the Traffic By-law**

20-271

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council direct Staff to review and recommend changes to the parking regulations in the Traffic By-law 09-826, as amended;

AND FURTHER THAT the recommended changes include new short form wordings and updated fines presented for Council's consideration;

AND FURTHER THAT appropriate steps be taken to streamline the process to forward the new set fines, short form wording, and other amendments to the Office of the Attorney General for Ontario for approval once Council has considered these amendments.

**CARRIED**

**COUNCIL COMMITTEE REPORTS**

**ANNOUNCEMENTS - MAYOR AND COUNCIL**

Councillor Leudke and Councillor Dwyer reported on the COVID-19 situation.

Councillor Youngs reported her appreciation to the Temagami Emergency Operation Centre.

Mayor O'Mara reported on the Broadband, his attendance to Au Château, DSSAB Meetings and the BBQ between Council and Temagami First Nation new Council.

### **CORRESPONDENCE**

#### **Action Correspondence:**

##### **2020-M-121 20-11 Site Plan Amendment**

20-272

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo 2020-M-121 regarding the proposed amendment of a previous site plan agreement;

AND FURTHER THAT Council approve the proposed Site Plan Control Agreement SPCA-20-11, being an amendment to the existing site plan for 62 Stevens Road.

**CARRIED**

#### **Resolution from Other Municipalities:**

##### **2020-M-122 2021 Resolution Town of Lakeshore**

20-273

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council support Resolution 167-06-2020 passed by the Council of the Town of Lakeshore at their meeting of June 9, 2020;

AND FURTHER THAT this resolution be circulated as indicated in their resolution.

**CARRIED**

### **BY-LAWS**

### **COMMITTEE MEETINGS**

### **NOTICE OF MOTION**

### **QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**

### **CONFIRMATION BY-LAW**

20-274

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 20-1524, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 17 day of September, 2020;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**ADJOURNMENT**

20-275

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this meeting adjourn at 8:57 p.m.

**CARRIED**

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Mayor

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Clerk





## **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

### **SPECIAL COUNCIL MEETING**

#### **DRAFT MINUTES**

**Tuesday, September 22, 2020, 5:00 P.M.  
Main Level Chambers**

**PRESENT:** D. O'Mara, C. Dwyer, B. Leudke, J. Harding, M. Youngs, J. Shymko,  
J. Koistinen

**STAFF:** C. Davidson, Suzie Fournier, B. Turcotte, Daryl Bell

#### **PURPOSE OF THIS SPECIAL MEETING**

A Special Meeting of Council to be held on September 22, 2020 at 5:00 p.m. in the Community Centre to discuss recommendations related to the Strategic Plan development process.

#### **CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 5:00 pm.  
There were 12 people in the audience. The Mayor called the Roll.

#### **DELEGATIONS/ PRESENTATIONS**

Councillor Koistinen arrived at 5:55 p.m.  
Councillor Shymko left at 6:56 p.m.

#### **Strategic Plan Development Process**

Presenter; Robert Manseau, Business Management Advisor, Murray Morello, Senior Associate and Allan Spacek from Commerce Management Group, presented to Council the Temagami Strategic Plan Development Process and answered questions from Council.

20-276

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the presentation from Commerce Management Group regarding Temagami Strategic Plan Development Process.

**CARRIED**

#### **ADJOURNMENT**

20-277

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT this meeting adjourn at 7:55 p.m.

**CARRIED**

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Mayor

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Clerk

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau de la sollicitrice générale

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416 325-0408  
MCSCS.Feedback@Ontario.ca



132-2020-3484

**By email**

October 2, 2020

Dear Head of Council:

The Ministry of the Solicitor General is committed to keeping communities across Ontario safe, supported and protected. I would like to take this opportunity to share some information with your municipality regarding the anti-racism initiatives of my ministry and the Anti-Racism Directorate (ARD), the regulatory work being done to bring the *Community Safety and Policing Act, 2019*, into force, new police oversight measures, police training as it relates to de-escalation, mental health and diverse communities, mental health and addictions initiatives and investments, Community Safety and Well-Being (CSWB) Planning and police-hospital transition protocol.

**Anti-Racism**

Our government has zero tolerance for hate, racism or discrimination in all its forms. We share a responsibility to speak out and act against racism and hate and build a stronger society. Our government is committed to addressing racism and building a stronger, more inclusive province for us all.

I am proud to be the minister responsible for Ontario's Anti-Racism Directorate (ARD), which leads strategic initiatives to advance anti-racism work across government with a plan that is grounded in evidence and research. Through the ARD, the government continues to invest in community-led research, public education and awareness initiatives. This includes investments to the Canadian Mental Health Association (CMHA) Ontario to undertake research that seeks to identify key mental health issues impacting survivors of victims of homicide violence in Ontario.

**Community Safety and Policing Act, 2019**

Our government is also committed to addressing racism at a systemic level through the regulatory framework under the *Anti-Racism Act, 2017*, and through the work we are doing to bring the *Community Safety and Policing Act, 2019*, into force. As we work to develop regulations under the *Community Safety and Policing Act, 2019*, we will continue to engage racialized groups, including Black, South Asian, First Nation, Inuit and Métis organizations. We are committed to ensuring that Ontario's communities are well supported and protected by law enforcement and that all interactions between members of the public and police personnel are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps our communities safe.

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The *Community Safety and Policing Act, 2019*, which is part of the *Comprehensive Ontario Police Services Act, 2019*, provides policing and police oversight legislation. Once in force, the *Community Safety and Policing Act, 2019*, will address a number of recommendations made by Justice Michael H. Tulloch, including:

- Mandatory training for all police service board members, the Inspector General, inspectors, police officers and special constables on human rights, systemic racism as well as training that promotes the diverse, multiracial and multicultural character of Ontario society and the rights and cultures of First Nation, Inuit and Métis Peoples;
- The requirement for each municipality that maintains a municipal board to prepare and publish a diversity plan to ensure members of the board are representative of the diversity of the population of the municipality;
- Not releasing the names of officials and witnesses in SIU investigations;
- Ensuring information made available to the public about an SIU investigation helps them understand the decision made by the SIU director; and
- Ensuring the SIU continues to publish investigative reports on its website.

#### New Measures for Police Oversight

##### *Inspector General of Policing*

The *Community Safety and Policing Act, 2019*, will establish an Inspector General (IG) of Policing who will be required to monitor and conduct inspections related to compliance with the Act and regulations. The IG will work with policing entities to ensure consistent application of policing across the province by measuring compliance with prescribed standards.

Key functions of the IG include:

- Consulting with, advising, monitoring and conducting inspections of police service boards, Ontario Provincial Police (OPP) detachment boards, First Nation OPP boards, OPP Advisory Council, chiefs of police, special constable employers, police services and other policing providers regarding compliance with the Act and regulations.
- Receiving and investigating, if warranted, public complaints about members of police service boards, OPP detachment boards, First Nation OPP boards and the OPP Advisory Council regarding misconduct and policing complaints regarding the provision of adequate and effective policing, failure to comply with the Act and regulations, and policies and procedures.
- Reporting inspection findings, issuing directions to remedy or prevent non-compliance with the Act and imposing measures if the direction is not complied with, or, reprimanding, suspending or removing a board member if board member misconduct is identified.
- Conducting analysis regarding compliance with the Act and regulations.
- Reporting on the activities of the IG annually, including inspections conducted, complaints dealt with, directions issued and measures imposed; and compliance with the Act and regulations.

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The Act also gives the IG and its inspectors the right to access closed police service board meetings.

### *Law Enforcement Complaints Agency*

The *Community Safety and Policing Act, 2019* will continue the office of the Independent Police Review Director as the Law Enforcement Complaints Agency (LECA), headed by the Complaints Director.

The LECA will receive and screen complaints from the public about the conduct of police officers. In addition, the LECA will have the authority to initiate an investigation in the absence of a public complaint if, in the Complaints Director's opinion, it is in the public interest to do so.

The Complaints Director may also undertake reviews of issues of a systemic nature that have been the subject of public complaints or investigations, or that may contribute or otherwise be related to misconduct.

### *The Special Investigations Unit*

The *Special Investigations Unit Act, 2019*, (SIU Act), once in force, will set out a new legal framework for the SIU. The SIU Act will focus and clarify the mandate of the SIU to better ensure more timely, efficient, reasonable and transparent investigations. Key changes contained in the Act will focus the SIU's investigative resources where they are needed most – on criminal activity.

The Ministry of the Attorney General will continue to consult with law enforcement, community organizations and advocates to ensure their input is incorporated into the development of regulations under the SIU Act.

### Police Training

Training is developed and delivered in a manner that reinforces principles of fairness, equity and compliance with the Ontario *Human Rights Code* and *Canadian Charter of Rights and Freedoms*.

All Basic Constable Training (BCT) recruits undergo diversity-focused training designed to improve their ability to engage with the public and respond to victims of crime. This training focuses on improving recruits' understanding of the experiences of, and systemic barriers faced by, diverse communities, including racialized, Indigenous, First Nations and Metis, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning and Two-Spirited (LGBTQ2S) people.

Diversity and anti-racism training includes:

- Human rights framework for policing;
- Equity and inclusion;
- Harassment and discrimination;

- Defining police professional;
- Collection of Identifying Information in Certain Circumstances regulation;
- History of profiling in policing and the impact of racial profiling on the community;
- Profiling practices and the mindset behind it;
- Stereotyping;
- Bias free policing – racial profiling vs. criminal profiling;
- Hate crimes and bias incidents of a non-criminal nature; and
- Practical skills scenario that reinforces academic learning on hate crimes.

Training on Indigenous issues includes:

- Indigenous culture;
- Residential schools;
- Land claims and treaties;
- First Nations Policing;
- Cultural appropriation;
- Cultural practices; and
- Practical skills scenario that reinforces academic learning on Indigenous issues.

The Serving with Pride organization attends each intake to deliver a presentation to all recruits entitled “LGBTQ2S 101” which covers a number of issues related to the LGBTQ2S communities including historical events, current and appropriate terminology, gender expression, gender identity and other topics.

In addition to the standalone sessions, the above noted issues are interwoven and reinforced throughout the BCT program. For example, recruits are taught to respond to victims in a trauma-informed manner for all victims of crime acknowledging potentially vulnerable groups.

#### *De-escalation and Mental Health Crisis Response Training*

The Ontario Police College’s current de-escalation training emphasizes communication techniques such as establishing rapport, threat management and conflict resolution and mediation.

The training specifically addresses scenarios in which police interact with people in crisis with a goal of resolving conflicts in a manner that protects the safety of the public, the person in crisis and police officers. Officers must also undertake follow-up training every 12 months. Police services are also encouraged to have policies and procedures in place as set out in the “Use of Force” Guideline. This includes procedures for impact weapons, aerosol weapons, conducted energy weapons, firearms and use of force reporting.

Training on the BCT program is reviewed and updated to reflect the most current information after every BCT intake.

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Once in force, the *Community Safety and Policing Act, 2019*, will require all police officers, special constables and board members to successfully complete training related to human rights, systemic racism and the rights and cultures of Indigenous Peoples. This training will also be required for the new Inspector General of Policing, its inspectors, the Complaints Director at LECA and LECA investigators. This is part of the government's commitment to ensure that all interactions are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps communities safe.

### Mental Health and Addictions Initiatives and Investments

#### *Dedicated Funding for Mental Health and Addictions Programs*

Ontario's community mental health services include:

- assertive community treatment teams, case management, crisis intervention, early psychosis intervention, eating disorders programs, vocational programs, supportive housing and consumer/survivor initiatives, peer supports and other programs; and
- initiatives to keep people with serious mental health issues out of the criminal justice system which include, but are not limited to, court support and diversion, crisis intervention and safe beds.

In July 2018, Ontario announced its commitment to invest \$3.8 billion over 10 years, with the support of the Government of Canada, to develop and implement a comprehensive and connected mental health and addictions strategy. This includes \$174 million for mental health and addictions programs in 2019-20. As part of the \$174 million commitment of funds to support mental health and addictions in 2019-20, my ministry partnered with the Ministry of Health to announce \$18.3 million in new funding to support those affected by mental health and addictions challenges in the justice sector.

Specifically, in 2019-20, the Ministry of Health provided funding for an integrated set of mobile crisis services that assist in the de-escalation and stabilization of persons in crisis and their connection to community programming and supports to address their physical and mental well-being over the longer term, in order to prevent further crises. Five teams were implemented in 2019-20 with \$6.95 million of the \$174 million in new, annualized funding to develop and enhance mobile crisis services. Mobile crisis services partner police with community mental health organizations to respond to persons in mental health and addictions (MHA) crises and determine if the crisis:

- can be de-escalated and resolved at the scene;
- warrants further psychiatric attention at hospital emergency rooms; or
- requires short-term community stabilization and reintegration.

Part of the \$18.3 million in new funding also includes \$2.5 million for various programs run by the ministry, one of which includes de-escalation training.

### *Ministry of the Solicitor General Grant Programs*

Apart from the dedicated funding for mental health and addictions programs highlighted above, the ministry also offers a number of grant programs that are primarily available to police services, working in collaboration with municipal and community partners, to support local Community Safety and Well-Being (CSWB) initiatives, including mental health-related programs. For example, under the 2019-20 to 2021-22 Community Safety and Policing Grant local and provincial priorities funding streams, the ministry is providing funding to 27 police services/boards for projects involving an integrated response between police and a mental health worker to respond to situations of crisis (e.g., Mobile Crisis Response Teams).

### Community Safety and Well-Being Planning

The ministry developed the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, which includes the CSWB Planning Framework and a toolkit of practical guidance documents to assist municipalities, First Nations and their community partners as they engage in the CSWB planning process. The Framework encourages communities to work with various partners across sectors to proactively identify and address local priority risks in the community before they escalate and result in situations of crisis (e.g., crime, victimization or suicide). This involves reducing the number of incidents that require enforcement by shifting to more proactive, preventative programs and strategies that improve the social determinants of health (e.g., education, housing, mental health).

In support of this work, effective January 1, 2019, the government mandated municipalities lead the development of CSWB plans which identify and address local priority risks to safety and well-being, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services and children/youth services.

Complementary to the Framework, a Situation Table is one type of multi-sectoral risk intervention model that is being implemented across our province.

The ministry also offers the Risk-driven Tracking Database (RTD), which allows for the collection of risk-based data and helps to inform the CSWB planning process, free of charge to communities across Ontario that are engaged in multi-sectoral risk intervention models, such as Situation Tables. As of June 2020, 60 sites have been on-boarded to the RTD and any communities who are interested in being on-boarded to the RTD is encouraged to contact the ministry.

.../7



Police-Hospital Transition Protocol

Additionally, to improve front-line response to persons experiencing a mental health or addictions-related crisis, my ministry partnered with the Ministry of Health to support the Provincial Human Services and Justice Coordinating Committee and CMHA of Ontario to develop a framework for local police emergency room transition protocols for persons apprehended under the *Mental Health Act*.

On June 3, 2019, the Ministry of the Solicitor General and the Ministry of Health jointly endorsed the release of [Improving Police-Hospital Transitions: A Framework for Ontario](#), as well as the supporting toolkit, *Tools for Developing Police-Hospital Transition Protocols in Ontario*. The purpose of the framework and toolkit is to assist police services and hospitals with developing joint emergency department transition protocols, which are responsive to unique local needs, in order to ensure the seamless transfer of care for persons in a mental health or addictions crisis brought to a hospital by police officers.

I hope you find this information useful and I appreciate your municipality's support during this time of uncertainty.

Sincerely,



Sylvia Jones  
Solicitor General  
Minister Responsible for Anti-Racism

c: Chief Administrative Officers

Municipal Clerks

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000  
Fax: 416 585-6470

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000  
Télééc. : 416 585-6470



2020-3669

October 1, 2020

Your Worship  
Mayor Dan O'Mara  
Municipality of Temagami  
[dan.omara@temagami.ca](mailto:dan.omara@temagami.ca)

Dear Mayor O'Mara: *Dan*

I would like to thank you, your fellow council member Margaret Youngs, and Craig Davidson, Chief Administrative Officer, for taking the time to meet with my Parliamentary Assistant Jim McDonnell at the 2020 Virtual Association of Municipalities of Ontario (AMO) Conference. Building strong, local partnerships with municipalities is a priority for our government.

PA McDonnell shared with me how your municipality is working closely with the Temagami First Nation and the limitations you are encountering related to the ability to create a joint municipal services corporation.

As discussed during the delegation, staff in the ministry's Northern Municipal Services Office will reach out to municipal staff to discuss options that may be available to the municipality.

If you or your staff would like to discuss these matters further, ministry staff would be pleased to assist. Please feel free to contact Kathy Horgan, Manager of Local Government and Housing in the Northern Municipal Services Office at 705-677-8167 or [Kathy.Horgan@ontario.ca](mailto:Kathy.Horgan@ontario.ca). You can also contact my Senior Policy Advisor for Municipal Affairs, Stephanie DiNucci, at [Stephanie.DiNucci@ontario.ca](mailto:Stephanie.DiNucci@ontario.ca).

I also want to take this opportunity to emphasize that together, we are making steady progress in the gradual and safe reopening of our province in response to the COVID-19 outbreak, and together we must remain vigilant.

In the months ahead, we will continue to work with you and public health experts to monitor the situation closely and respond quickly if needed. It's up to all of us to help stop the spread of COVID-19.

Once again, thank you for meeting with PA McDonell at the 2020 Virtual AMO Conference. Municipalities have faced unprecedented challenges in 2020 and you have risen to the challenge. Although things were a little different this year, given COVID-19 and the virtual conference format, I appreciated the opportunity you had to engage with my Parliamentary Assistant, and I am grateful for your feedback and input. Together we will get Ontario back on track so that every community bounces back stronger than before.

Sincerely,



Steve Clark  
Minister

- c. Parliamentary Assistant Jim McDonell, Municipal Affairs, Ministry of Municipal Affairs and Housing



# Halloween Pumpkin Carving Contest



Pick up your FREE Pumpkin | October 16

at the Community Centre/Arena | between 2:00 - 7:00 p.m.  
or Temagami Municipal Office | between 8:00 - 4:00 p.m.

Submit a picture of your Pumpkin by October 27  
to [communicate@temagami.ca](mailto:communicate@temagami.ca)  
for a chance to win a prize!

See the Pumpkins on display on the Municipality's  
website: [www.temagami.ca](http://www.temagami.ca)



# *TRICK or TREAT*

Community Residents who are not comfortable opening their doors to Trick or Treaters during the pandemic, are welcome to bring treats or monetary donations to:

**Temagami Municipal Office | before October 16th**

With these donations, treat bags will be prepared for local kids, which will be available to pick up at the

**Temagami Municipal Office | Halloween Night | 5 - 8 p.m.**

All donators will receive a sign to display on their property stating that they have donated and will be listed on the community donors Thank You card in each Treat Bag.



For more information, please contact  
Temagami Municipality Office at 705-569-3421

**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held by conference call  
on June 17, 2020 at 12:00 noon**

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PRESENT: MEMBERS :	Lise Senécal	Chair
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Léo Malette	Vice-Chair
	Dan O'Mara	
	Joanne Savage	
	Nicole Janson	Recording Secretary

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Due to COVID-19, the meeting was held by conference call and presided by Administrator in the physical absence of the Chair.

**01. Meeting called to order**

Meeting was called to order.

**02. Declaration of Conflict of Interest**

No declaration of conflict of interest declared.

**03. Adoption of Agenda**

Resolution No. 30

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the Agenda of the Regular Meeting on June 17, 2020 be approved as amended at 12:00 pm.

Carried

**04. Adoption of Minutes**

Resolution No. 31

Moved by : Dan O'Mara  
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Minutes of the Regular Meeting held May 20, 2020 be approved as presented.

Carried

**05. New Business:**

**a) Health & Safety Committee Meeting Minutes**

The Health and Safety Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 32

Moved by : Léo Malette  
Seconded by : Dan O'Mara

BE IT RESOLVED THAT the Minutes of the Joint Health and Safety Committee have been received.

Carried

**b) Canadian Armed Forces Report**

The report was provided to the Board for information purposes. After review of the report it was determined that most of the issues were related to infection control and staffing.

**c) C.D. Howe Crisis Working Group Report**

Administrator highlighted key issues in the report that need to be addressed by the government in the Long-term care sector.

**d) Pandemic Plan**

The Board was provided with the Pandemic Plan to enlighten them on the measures in place in case of a pandemic outbreak in the Home.

e) **Staffing Update – Month of May**

The monthly staffing report was provided to the Board for an update on the staffing situation and highlighted Helping Hands relief for staff.

f) **Staff Testing**

Administrator informed the Board that as per Directives, staff testing is recommended to be done twice in the month of June having the first wave held two weeks ago with results being all negative for COVID-19. Since this is a recommendation and not mandatory only 13 staff members were not tested in the first wave. The second wave of testing is scheduled for next week. All testing is being done in-house. No Directive yet from the government if continued testing will be required.

g) **Strategic Plan**

Administrator informed the Board that the request for the extension of 5 years and funding to remain status quo has been approved by Senior Management who will be presenting this recommendation to their Board for final approval.

Further discussion was held and it was agreed to delay the request for funding from the government until such time a response from DNSSAB has been received regarding the 102 bed shelter.

h) **Resuming visits in LTC**

The Home will resume visits as per the Ministry's Directive with strict measures in place to ensure the health and safety of residents and staff. He further explained the process that the Home will be adopting to also ensure equity and compliancy.

06. **Unfinished Business:**

a) **Financial Report**

After clarification of a few items, the Financial Report was accepted as presented and the following resolution was adopted:

Resolution No. 33

Moved by : Yvon Duhaime  
Seconded by : Léo Malette

BE IT RESOLVED THAT the Financial Report be accepted as presented.

Carried



b) **Administrative Report**

There being no further discussion other than what was presented on the report, the Administrative report was adopted as presented and the following resolution was passed:

Resolution No. 34

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the Administrator's Report be accepted as presented.

Carried

07. **In-Camera Session**

None

08. **Other Business / Information Items**

a) **Next Meeting**

The next meeting is scheduled for September 16<sup>t</sup>, 2020 at 12:00 noon.

b) **Information Items**

None provided.

09. **Adjournment**

Resolution No. 35

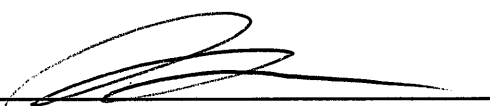
Moved by : Yvon Duhaime

Seconded by : Dan O'Mara

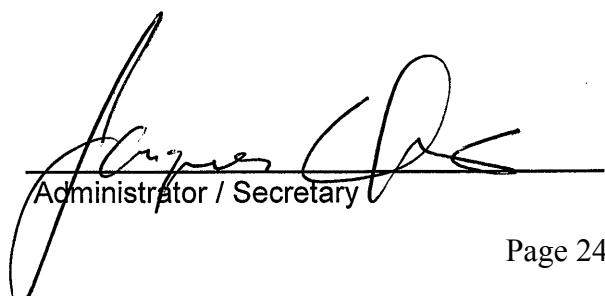
BE IT RESOLVED THAT the meeting now adjourn at 1:05 pm.

Carried

Chair



Administrator / Secretary



# Temagami Public Library

Via Zoom

Minutes of Tuesday June 23rd 2020

Present: Carol Lowery, John Shymko (Vice Chair), Claudia Smith, Paul Middleton

Staff Present: Quelia Cormier (CEO)

Absent with Notice: Carmen Koski, Anita Mamen

1. **MEETING CALLED TO ORDER AT: 3:09pm**
2. **ADOPTION OF THE AGENDA: MOVED** by John Shymko and **SECONDED** by Paul Middleton that the Agenda of the Temagami Public Library Board's regular board meeting dated Tuesday June 23<sup>rd</sup>, 2020 be accepted as presented. **CARRIED.**
3. **DECLARATION OF CONFLICT OR PECUNIARY INTERESTS:** None Declared.
4. **REVIEW AND APPROVAL OF THE MINUTES** of the Regular board meeting dated June 2<sup>nd</sup> 2020. **MOVED** by Claudia Smith and **SECONDED** by John Shymko that the minutes of February 25th be accepted as presented. **CARRIED.**
5. **Business Arising from The Minutes:**
  - The Chair is awaiting a phone call from the bank with regards to the Tracy Gauvreau account.
  - The Chair received a phone call from Dave McDonald of Living Temagami with regards to the presentation to the public of the work that Living Temagami has done with the local archives. Unfortunately, with the Library being closed due to the pandemic we are unable to help host the event at this time.
  - The CEO will put out an advertisement via social media advertising the 2020 Tracy Gauvreau Scholarship Bursary.
6. **CORRESPONDENCE:** None
7. **TREASURER'S REPORT:** Not Available
8. **CEO'S REPORT:**
  - The Family of Sandy Simpson wishes to have donations made in her memory go to the Temagami Public Library.
  - Plexi glass has been installed.
  - CEO has ordered and is awaiting arrival of more PPE.

- The 2020 TD summer reading club will be on-line this summer and advertisements have been posted on social media.

**9. INFORMAL COVID-19 DISCUSSION:**

The Board and the CEO discussed various measures, protocols and procedures that could be taken with regards to COVID-19 for when the library is ready to start curbside pick-up of library materials. The CEO is working to have curbside available around July 15<sup>th</sup> 2020.

John Shymko and Claudia Smith will work on a pamphlet and a video tutorial explaining how to navigate the on-line catalog via the library's website.

**10. NEW BUSINESS:** None

**11. NEXT MEETING:** September 23rd 2020 3:00pm via Zoom unless the CEO feels that a meeting is required during the July and August.

**12. ADJOURNMENT: MOVED** by Paul Middleton and **SECONDED** by Claudia Smith that the regular board meeting of June 2nd 2020 be adjourned at 3:38pm. **CARRIED.**

**MEMORANDUM OF UNDERSTANDING MEETING  
MUNICIPALITY OF TEMAGAMI AND TEMAGAMI FIRST NATION  
DRAFT MINUTES**

**Thursday, June 18, 2020 10:00a.m.  
Electronic Participation**

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<b>PRESENT:</b>	Chief	P. Arnold
	Councillor	W. Potts
	Executive Director	V. Paul
	Lands and Resources Director	R. Koistinen
	Assistant Lands & Resources Director	M. Molyneaux
	Mayor	D. O'Mara
	Councillor	B. Leudke
	Treasurer Administrator	C. Davidson
	Municipal Clerk	S. Fournier
	By-Law Officer	D. Bell
	Deputy Treasurer	S. Pandolfo,

**1. OPENING MEETING**

Mayor O'Mara called to meeting at 10:11 a.m.

**2. OPENING PRAYER**

A Opening Prayer was performed by W. Potts

**3. ADOPT AGENDA**

MOVED BY: B. Leudke

SECONDED BY: R. Koistinen

The MOU agenda dated June 18, 2020 be adopted as presented.

**4. ADOPTION OF THE MINUTE OF PREVIOUS MEETING**

MOVED BY: B. Leudke

SECONDED BY: W. Potts

BE IT RESOLVED THAT the Minutes of the MOU Meeting held on February 21, 2020 be adopted as presented.

**5. BUSINESS ARISING FROM THE MINUTES**

**6. BUSINESS**

**6.1 The Municipal Land Use By-Law**

It was recommended that the Temagami Access Point be exempt from the by-law or wait until the Municipality of Temagami and Temagami First Nation work jointly to develop a partnership/corporation.

**6.2 Temagami Access Point Mine Landing Update**

This update was provided as information only.

**6.3 Temagami Access Road Update**

This update was provided as information only.

**6.4 Waste Management Update/Study**

It was noted by C. Davidson that the study is in progress.

**6.5 Forest Management Plan**

R. Koistinen provided an update.

**6.6 Covid-19 Pandemic Planning**

Councillor Leudke and Executive Director Paul reported on COVID-19.

**6.7 Home Occupations, Home Industry and Second Dwelling Units Update.**

It was noted that the Planners Reports will be provided in future Council Meeting.

**7. NEXT MEETING**

Will be held sometime in July.

**6. MOTION TO ADJOURN**

This meeting adjourn at 11:40p.m.

**7. CLOSING PRAYER**

A Closing Prayer was performed by W. Potts.

**MEMORANDUM OF UNDERSTANDING MEETING  
MUNICIPALITY OF TEMAGAMI AND TEMAGAMI FIRST NATION  
DRAFT MINUTES**

**Monday, September 28, 2020 10:00 a.m.  
Electronic Participation**

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<b>PRESENT:</b>	Chief	S. Moore-Frappier
	Executive Director	V. Paul
	Lands and Resources Director	R. Koistinen
	Assistant Lands & Resources Director	M. Molyneaux
	Mayor	D. O'Mara
	Councillor	B. Leudke
	Treasurer Administrator	C. Davidson
	Municipal Clerk	S. Fournier
	By-Law Officer	D. Bell

**1. OPENING MEETING**

Mayor O'Mara called to meeting at 10:07 a.m.

**2. OPENING PRAYER**

A Opening Prayer was performed by Chief Moore-Frappier.

**3. ADOPT AGENDA**

MOVED BY: B. Leudke

SECONDED BY: S. Moore-Frappier

BE IT RESOLVED THAT The MOU agenda dated September 28, 2020 be adopted as amended.

**CARRIED**

**4. ADOPTION OF THE MINUTE OF PREVIOUS MEETING**

The Minutes of the MOU Meeting held on June 18, 2020 will be provided at the next Meeting.

**5. BUSINESS ARISING FROM THE MINUTES**

**6. BUSINESS**

**6.1 Temagami Access Point Update**

An update was provided by C. Davidson on the development of a joint corporation between the Municipality of Temagami and Temagami First Nation (TFN) and an update was provided regarding a property use.

**6.2 Potential Economic Development Corporation**

Clarification and an update was provided as information.

**6.3 Waste Management/Service Delivery Study Update**

This was provided as information.

**6.4 Youth Advisor Committee**

This was provided as information.

Treasurer/Administrator Davidson left the Electronic Participation at 11:20 p.m.

**6.5 Municipal Land Use By-Law**

An update was provided by By-law Officer Bell as information.

**6.6 Broadband**

An update was provided by Mayor O'Mara as information. .

**6.7 Manitou Landing Lighting and Monitoring**

A joint cost venture was suggested by the Executive Director V. Paul regarding the improvement of Lighting and Monitoring at the Manitou Landing. It was noted by Mayor O'Mara that this will be reviewed for the possibility of a grant application.

**6.8 Joint Lake Temagami Study**

A joint cost venture was suggested by the Municipality of Temagami regarding Lake Temagami Capacity Study. It was noted by R. Koistinen that this will be brought forward to TFN Council and further information will be provided once available.

**6.9 Roncoco House (*Seniors Housing*)**

Questions were raised by Chief Moore-Frappier regarding the availability of spaces for the First Nation Seniors. It was noted by Mayor O'Mara that this will be brought forward to DNSSAB.

**7. NEXT MEETING**

October 26<sup>th</sup> at 13:30

**6. MOTION TO ADJOURN**

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

**BE IT RESOLVED THAT** This meeting adjourn at 12:01 p.m.

**CARRIED**

**7. CLOSING PRAYER**

A Closing Prayer was performed by Chief Moore-Frappier

**MINUTES**  
**TEMAGAMI WHISPERING PINES CEMETERY BOARD MEETING**  
**AUGUST 10, 2020**

---

**PRESENT:** Chair B. Kitts, Councillor M. Youngs, D. Burrows, B. Commings

**STAFF:** B. Turcotte, D. Carr, S. Fournier

---

1. Meeting called to order at 6:30 P.M.

2. ADOPT AGENDA – MOTION

MOVED BY: D. Burrows

SECONDED BY: M. Youngs

BE IT RESOLVED THAT The Cemetery Board Committee agenda dated August 10 24, 2020 presented.

3. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE

4. ADOPT MINUTES - MOTION

MOVED BY: D. Burrows

SECONDED BY: M. Youngs

BE IT RESOLVED THAT The Cemetery Board Committee minutes dated September 16, 2019 be adopted as presented.

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATION/DELEGATIONS

7. CORRESPONDENCE/ACTION ITEMS

7.1 Proposed 48 Niche Columbarium Update

It's was noted that B. Kitts, D. Carr and B. Turcotte will visit the Cemetery the week of August 17, 2020 to provide the Clerk the location of the New Columbarium.

7.2 Proposed Municipal User Fees 2020

Clarification was provided regarding the Columbarium Interment Fees.

7.3 Main Entrance Stone Pillars Update

It was noted that Northern Marble and Granite withdrew their quotation for the proposed work. It was also noted that the Clerk is presently working with another contractor to complete the work for 2020.



#### 7.4 Resurface the Granite Base Update

It was noted that Northern Marble and Granite withdrew their quotation for the proposed work. The Board suggested that the Clerk contact Lauzon Stoneworks if they are available to do the work.

#### 7.5 Memorial Wall Engraving New Fee

The Board suggested that the Clerk contact Léveillé Monuments and inquire if a special offer could be advertised for less of their proposed fee.

#### 7.6 Public Works Superintendent's Report was provided as information.

The Public Works Superintendent verbal report was provided as information.

#### 7.7 Caretaker's Report

The Caretaker verbal report was provided as information.

#### 7 NEW BUSINESS

#### 8 NEXT MEETING

#### 9 ADJOURNMENT

MOVED BY: B. Cummings

SECONDED BY: D. Burrows

BE RESOLVED THAT this meeting adjourned at 7:25 p.m.

**MINUTES**  
**TEMAGAMI WHISPERING PINES CEMETERY BOARD MEETING**  
**SEPTEMBER 24, 2020**

---

**PRESENT:** Chair B. Kitts, Councillor M. Youngs, D. Burrows, H. Loney

**STAFF:** D. Carr, S. Fournier

---

1. Meeting called to order at 6:30 P.M.

2. ADOPT AGENDA – MOTION

MOVED BY: M. Youngs

SECONDED BY: D. Burrows

BE IT RESOLVED THAT The Cemetery Board Committee agenda dated September 24, 2020 presented.

3. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE

4. ADOPT MINUTES - MOTION

MOVED BY: M. Youngs

SECONDED BY: H. Loney

BE IT RESOLVED THAT The Cemetery Board Committee minutes dated August 10, 2020 be adopted as presented.

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATION/DELEGATIONS

7. CORRESPONDENCE/ACTION ITEMS

7.1 Proposed 48 Niche Columbarium Update

It's was noted that the new Columbarium will be installed sometime in October.

7.2 Main Entrance Stone Pillars Update

It was recommended by the Cemetery Board to obtain two quotes for the resurfacing of the Stone Pillars.

7.3 Resurface the Granite Base Update

It was recommended by the Cemetery Board to contact Buffam Leveille Funeral Home LTD., and see if they could provide a quote for the resurfacing of the monument at the 7 Lakeshores Drive Cemetery.

8 NEW BUSINESS

#### 8.1 Weed Wacker

It was noted by D. Carr Caretaker, that the Cemetery would need to purchase a new Weed Wacker. After being inspected by the Public Works Superintendent, it was noted that the Weed Wacker would need to be replaced.

#### 8.2 Former Board Members

It was recommended by the Cemetery Board Members that the Former Board Members Jim Kitts, Lorne Pacey and Niki Plumstead be appointed for the 2020 Municipal Awards Recipients.

#### 9 NEXT MEETING

#### 10 ADJOURNMENT

MOVED BY: D. Burrows

SECONDED BY: H. Loney

BE RESOLVED THAT this meeting adjourned at 7:08 p.m.

*Temagami Fire Department*  
*Monthly Report of Activities*  
for the month of: *September 2020*

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## **2 Activations**

- September 25<sup>th</sup> @ 12:47PM – report of forest fire, Hwy 11 south of Lake Temagami Access Road – Fire department investigated and concluded the report was false alarm (MNRFF advised of the report & result of response) – 2 trucks and 5 firefighters responded
- September 27<sup>th</sup> @ 9:51AM – report of tree on line on fire, hydro lines down/arcing – based on low forest fire hazard, responded with 1 truck & 2 firefighters, confirmed live wires down, remained on scene until Hydro arrived & could confirm no fire; 4 additional firefighters responded to hall for stand-by while report investigated.

## **Training:**

- 3 meetings – Fire streams & advancing the hose line, Auto-X practical's, equip maintenance
- Deputy Chief attended 2-part on-line OFMEM Fire Investigation training
- Firefighters trained on new Rhino (battery powered) glass cutter; improving department's Auto-X capabilities of dealing with laminated glass on all windows in new vehicles

## **Fire Prevention:**

- Review of Fire Safety Plans: ongoing

## **Fire Education:**

- Regular radio "fire safety" announcements on CJTT
- Monthly community newsletter
- Fire education packages for students provided to the school for Fire Prevention Week

## **Other:**

- Fire hose (annual) pressure testing has been completed
- Self-Contained Breathing Apparatus (SCBA) flow testing completed
- Completing OFMEM weekly survey re: COVID19 Personal Protective Equipment supplies
- Chief attends Municipal Emergency Management, COVID-19 Zoom meeting
- Chief attended the September on-line /Zoom Council meetings
- Chief attended on-line Fire Chief's meeting/web-ex with the Ontario Fire Marshal
- Chief attended Nipissing Mutual Aid on-line meeting
- Started process for posting surplus equipment on GovDeals.com (online auction site); surplus nozzles picked up by MRFD
- Solar Panels have been removed off the Fire hall roof – waiting for engineer to evaluate the building's roof load capacity (if will support re-roof & solar panels re-installed)
- Radio repairs completed on fire hall radio & recording system, new antenna on Pumper 1
- 1 member on medical leave, 1 member on light duty
- New member completed 16-hour recruit training and is now responding to activations
- Notified 1 member will be resigning in early October (new job)
- Responded to staff inquiries on: Fire Pumps comparison and structure fire response on Lake Temagami

*Jim Sanderson*

Fire Chief, Temagami Fire Department

Date: *September 30, 2020*



Corporation of the Municipality of Temagami

Memo No.  
2020-M-123

**Memorandum to Council**

**Subject:** Report from Treasurer/Administrator

**Agenda Date:** **October 8, 2020**

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the Treasurer/Administrator's report dated October 8, 2020.

**INFORMATION**

**CENGN**

In August, an expression of interest was submitted for CENGN's next mile broadband internet program. This program matches host communities with technology providers to expand the availability of broadband internet into northern communities. We have been notified that we have advanced from the expression of interest stage and are now starting to discuss options with community partners selected by CENGN. The goal is to have a proposal filed for October 26<sup>th</sup>. We have engaged Bernardi Consulting to assist in the technical aspects of this proposal. CENGN's desire is that we can also work with Temagami First Nation for a mutually beneficial internet solution. As last year's phase one report became a mutual effort I noted that this should not be an issue and we will include Temagami First Nation in communication and invite to meetings related to the next phase of this project.

**Access Point Parking**

I did have a follow up call with the Ministry of Municipal Affairs and Housing. While our position remains that changing the Ministry's regulation to include First Nations Communities in the definition of public entities would resolve our structural issue, their advice was to engage legal counsel who specializes in Municipal Corporations. In addition to this call, we also received an email from Robin Koistinen, Manager of Lands and Resources for Temagami First Nation on this matter which is on the agenda for this meeting.

**Housing Supply Challenge**

In a recent AMO Communication, the Housing Supply Challenge was launched. Staff are gathering information to see if this may be a beneficial avenue to explore to address our housing needs.

**North Lagoon Sludge Removal**

We have been notified by Bishops Water that due to the pandemic their timetable has been pushed back. They now have us scheduled in the spring of 2021 and have offered a discount for this time period. As it relates to the UV Filtration system, the bulk of the work required to prepare tender packages is being completed this fall and we are planning to issue tender packages shortly after the sludge is removed. We are still tracking to have our UV Filtration system operational well before the April 2025 deadline.

**Service Delivery Review**

We are scheduling a meeting with our consultants, BDO, for October 26<sup>th</sup>.

**Waste Management Master Plan**

We are trying to schedule a meeting with our consultants, Tulloch Engineering, either October 14<sup>th</sup> or 15<sup>th</sup> to discuss the initial draft of this plan.

**Respectfully Submitted:**

**Craig Davidson**

**Treasurer/Administrator**



Corporation of the Municipality of Temagami

Memo No.  
2020-M-124

**Memorandum to Council**

**Subject:** COVID Financial Reporting

**Agenda Date:** October 8, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the COVID Financial Report up to September 25<sup>th</sup> for information;

AND FURTHER THAT Council approves the design of the report subject to amendments once the template from the Province has been received.

**INFORMATION**

As reported earlier, we did receive notification of funds to be received to assist the Municipality response to the COVID-19 pandemic.

The letter did indicate that there will be a reporting template forthcoming although none has been received to date. Also, we are to report costs incurred by the end of October.

Below is a summary of costs incurred by the Municipality in response to the COVID-19 pandemic.

Included in the costs are loss revenues, mostly from rental payments from the Train Station Tenants but also rental fees that were refunded when the Arena was shut down and membership fees not received from the Fitness Centre since it is not operating.

In the wages and benefit area, this is a net total of additional costs associated with meetings and additional duties less the amounts not paid to employees who chose to be laid off during the Provincial Emergency.

The meeting modification, control group and PPE/Sanitizer classifications represent costs incurred in this area.

The Ambulance has not been included as their budget is offset by contributions from the Nipissing DSSAB and the additional pandemic pay that was paid to Ambulance Attendants is being funded through an agreement between Nipissing DSSAB and the Province of Ontario.

The summary presently indicates that there is an additional \$118,503.43 yet to be spent of the \$175,600 that is our COVID-19 funding in Phase One from the Province.

A reserve will be established for these funds in accordance with the direction given by the Province.

Municipality of Temagami	
COVID-19 Financial Impact	
To September 25, 2020	
Net Costs	
Loss Rental Revenue	\$7,500.00
Meeting Modifications	\$943.45
Control Group Meetings/Messaging	\$18,460.21
PPE/Sanitizers	\$12,221.33
Wages and Benefits	\$17,971.58
Total to Date	\$57,096.57
Funding	\$175,600.00
Reserve for Future COVID needs	<u>\$118,503.43</u>

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-125

**Memorandum to Council**

<b>Subject:</b>	COVID Funding – Phase 2
<b>Agenda Date:</b>	<b>October 8, 2020</b>
<b>Attachments:</b>	Letter from Minister – Safe Restart

**RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to prepare for an application under phase 2 of COVID-19 funding from the Province of Ontario and prepare an application is a major COVID-19 related project is known.

**INFORMATION**

Elsewhere on this agenda, the financial impact of COVID-19 on the Municipality of Temagami is reported. From this, we still have over \$100,000 in phase one funding that will be placed in reserve until it is required for COVID-19 related costs.

The Province also is accepting applications for Phase 2 of this funding. This phase is intended for those municipalities who have incurred greater expenses than were covered with the phase 1 funding and, typically, would relate to those municipalities with public transit or another service that relies heavily on the economy to be operating to receive expected revenues.

Presently, I am not aware of future costs that would qualify for phase 2 funding as our phase 1 funding needs to be exhausted first. Staff will continue to monitor our situation and make application for available funding where possible.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers



## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-126

### Memorandum to Council

**Subject:** Types of Structures for Economic Development

**Agenda Date:** October 8, 2020

**Attachments:**

#### **RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to prepare a business case supporting the establishment of an Economic Development Corporation as required by Provincial Regulation.

#### **INFORMATION**

From discussions surrounding the Strategic Plan the establishment of an economic development entity has been raised. At the time, a report outlining the different structural options was requested.

Council can establish an ad hoc or standing committee at any time. Committees of Council would follow the same rules of engagement as outlined in the Procedural By-Law in that meetings need to be scheduled with the agenda available at least 24 hours prior to the meeting so the Public can be adequately informed (as governed by our Procedural By-Law).

A Committee makes recommendations to Council which would be considered and voted on at the next available Council meeting. Depending on the timing of the Committee Meeting this could add as much as one month for recommendations/decisions to be implemented. This assumes no special meetings are called.

Often, especially in the world of economic development, one month can be the difference between moving forward with an initiative or missing out on an opportunity.

Should the decision be made to establish a Corporation for Economic Development, a Board of Directors would tend to economic development activities. A corporation is able to make their own decisions without the need for the recommendation to be adopted by Council. The Corporation would be responsible to Council by way of reports, at least annual, and by various reports throughout the year.

Regardless of the structure, Council would appoint people. This would be done by seeking applications to ensure that the right skills are present in the collective. Council would also assign tasks to be tended to. While the scope of the Committee could be expanded or contracted by Council resolution, adding or deleting tasks for a Corporation may require changes to the base documents, depending on how the Corporation was established.

An Economic Development Corporation is also governed by Ontario Regulation 599/06. This regulation governs municipal corporations and, as it relates specifically to Economic Development Corporations, limits the definition of economic development services. The regulation defines economic development services as:

1. The promotion of the municipality for any purpose, including by the collection and dissemination of information and the development of economic development strategic plans;
2. The acquisition, development and disposal of sites in the municipality for residential, industrial, commercial and institutional uses;
3. The provision of public transportation systems;
4. The provision of residential housing;
5. The provision of general parking facilities;

6. The provision of counselling services to or encouraging the establishment and initial growth of small businesses operating or proposing to operate in the municipality;
7. The undertaking of community improvement consistent with a community improvement plan approved by the municipality;
8. The improvement, beautification and maintenance of municipally-owned land, buildings and structures in an area designated by the municipality beyond the standard provided at the expense of the municipality generally, and promotion of any area of the municipality as a business of shopping area;
9. The provision of facilities for amusement or for conventions and visitors' bureaus; and
10. The provision of culture and heritage systems.

While there are items that need to be completed prior to establishing a Corporation, such as development of a business case and the articles of incorporation, which are not present with the establishment of a Committee, in my opinion, this would be a worthy investment with the result being a municipally owned corporation that can be as responsive as possible when working to improve the economic future of the Municipality of Temagami.

By adopting the recommendation, Staff can start work on a business case which should be ready for review at the same time as the discussions and direction from the Strategic Plan and Service Delivery Review are nearing completion.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-127

### Memorandum to Council

<b>Subject:</b>	Records Retention Policy
<b>Agenda Date:</b>	<b>September 17, 2020</b>
<b>Attachments:</b>	Policy 1.1.2; Retention Schedule A; TOMRMS Manual

#### **RECOMMENDATION**

BE IT RESOLVED THAT Council directs Staff to update the Records Retention Policy;  
AND FURTHER THAT Staff prepare a By-Law for Council's consideration at the next meeting.

#### **INFORMATION**

Our records retention policy was last updated in 1993. There have been many changes in how records are maintained since then.

At the beginning of the summer, 2020 the Municipality of Temagami introduced the Ontario Municipal Records Management System (TOMRMS) as a new filing system. This new filing system is the process of organizing documents and records into an organized system so that they are very easy to find.

TOMRMS, is a complete file classification system for managing paper and electronic records. This system has been used by hundreds of municipalities since 1990 throughout Ontario. Developed in conjunction with the Association of Municipal Managers, Clerks & Treasurer of Ontario (AMCTO), TOMRMS is the ideal system for tackling large collections of paper documents.

In addition, TOMRMS include a new Records Retention By-law that refers to classification that is updated annually. The Records Retention program is one of the cornerstones of a records management system. The Retention Schedule defines the processing of all records, regardless of the format medium, from their creation to their destruction or their transfer to the archives.

Prepared by:  
**Suzie Fournier,**  
**Municipal Clerk**



## **PURPOSE**

The Records Retention Program is one of the cornerstones of a records management system. The Retention Schedule defines the processing of all records, regardless of the format and medium, from their creation to their destruction or their transfer to the archives.

It is expected that all employees of The Corporation of the Municipality of Temagami will follow the Records Retention Program to provide a standard for maintaining necessary records as required by applicable legislation and to the extent necessary for operational purposes.

## **SCOPE**

This policy applies to all offices and employees within the Municipality of Temagami, unless otherwise specified.

## **POLICY**

### **Rationale and Legislative Authority**

Section 225 of the *Municipal Act*, S.O. 2001, C.25, as amended, provides that a record of a municipality may be destroyed if a retention period for the record has been established and the retention period has expired; or the record is a copy of the original record. The 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.

It is necessary to establish a standardized policy and practice regarding the application of the Records Retention Program to ensure that The Corporation of the Municipality of Temagami is meeting its legislated requirements.

### **Application**

The retention rules described in this policy apply to all records created, received or maintained by employees of the Municipality of Temagami in the course of carrying out their corporate duties regardless of the medium or format. It is important to note that retention also governs the records generated from databases and with the aid of software. Retention rules are based upon the informational content of the record rather than on its medium.

### **Principles**

The following principles shall govern the destruction of records:

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

## Responsibility

As the “Official Records Keeper” under the *Municipal Act*, the Municipality Clerk or designate is responsible for keeping a copy of all disposal reports on a permanent basis and for authorizing the establishment of retention schedule updates, changes, etc.

The Municipality Clerk’s Office has the responsibility for administering the Records Retention Program at the Municipality of Temagami.

All staff is expected to manage the records created, received and controlled within their department or unit regardless of format in good operational order in accordance with the approved file classification system and to follow the Records Retention Program Policy.

## Definitions

**Active Record** means the records that are referred to and used on a regular basis and are generally stored in a department/user’s office area.

**Active Retention** means the period of time that records are considered active with a higher frequency of use, stored nearby and are readily accessible to the users.

**Active Storage** means storage in or close by the office area for records which are accessed on a regular basis.

**Administrative Value** means the value reflects the routine administration or housekeeping requirements of all departments in the organization, e.g. general correspondence.

**Archival Review** means the period of time during which a record is determined as having potential archival value.

**Archival Record** means a record of enduring significance that has historical value for the Municipality and individuals engaging in historical research. A record that has been appraised for permanent retention and archival accession because of its long life, historical, fiscal, legal (including evidential) operational or administrative value.

**Archival Value** means the evidential and informational value of records, which is determined during appraisal and justifies the records preservation.



**Archives** mean a repository for records that have been appraised for permanent retention.

**Archivist** means one who is professionally trained for or whose primary duties consist of appraising and caring for archival records.

**Classification Scheme** means a logical, systematic ordering of records for ease of access and retrieval.

**Colour-coded End-Tab Files** means file folders with coloured stickers used for identification, which are affixed to the vertical end-tab of each folder. For use on lateral fixed-shelf filing equipment.

**Clerk** means the Municipality Clerk of The Corporation of the Municipality of Temagami.

**Code** means the reference number for each records series, based on the corporate records classification system (TOMRMS).

**Computer System** means a device or a group of interconnected or related devices, one or more of which:

- a) contains computer programs or other data; and
- b) pursuant to computer programs, performs logic and control, and may perform any other function.

**Copy** means a record that is a duplicate of an original.

**Current** means the year in which the record was prepared.

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

**Disaster Recovery Plan** means a written and approved plan of action containing procedures for recovering records in the event of damage from fire, flood, vandalism, etc.

**Dispersal** means the sending of copies of vital records to other locations generally off site or outside the physical building where the original record resides.

**Disposal** means the final disposition of files, such as shredding, recycling or garbage.

**Dispose** means to destroy a record or remove it from the official records keeping system.

**File** means a collection of related records.

**Fiscal Value** means the value attributed to a records series, which documents financial transactions.

**Form** means a designated document used to gather and transmit information (variable data) necessary for operational functions and documentation of transactions. This includes forms pre-

printed on paper as well as electronic form templates stored on computers.

**Historical Value** means value attributed to a record, which provides insight into an organization's accomplishments and will aid future researchers with an interest in the organization. Also, means the potential of the record to provide evidence of organization structure, procedures and transactions.

**Inactive Records** mean records that are referred to infrequently and are kept in an off-site storage centre removed from the office area.

**Inactive Retention** means a period of time that records retain their inactive status, are referred to infrequently and are kept in a lower cost storage location.

**Inactive Storage** means storage for inactive records usually away from the office area in lower cost space.

**Legal Value** means value inherent in records that provide legal proof of business transactions.

**Life Cycle of a Record** means the stages in the life of a record: creation; active use; inactive use; disposition.

**Non-records** means extra copies of documents kept solely for convenience reference or records not usually included within the scope of the official records of the Municipality of Temagami. See Transitory Records for further information.

**Official Holder** means the functional unit of the Corporation that creates the record(s) and/or is responsible for retaining/maintaining the official/original record(s). May also be referred to as "Responsible Department".

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

**Original** means a record that was first produced or is a source document or is received by a department.

**Orphan Data** means data that:

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

**Outcard** means a card or paper used in a file system to indicate the location, holder and date pulled of a file absent from the system.

**Permanent** means a record that is preserved and/or never destroyed or removed from the official records keeping system. Records considered to be so valuable or unique in documenting the history of an organization that they are preserved indefinitely.

**Personal Information** means recorded information about an identifiable individual.

**Personal Information Bank** means a collection of personal information that is organized and is capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual.

**Primary Heading** means the highest level of classification in the classification scheme.

**Purge** means the process of examining files to determine what files or parts of files are no longer required to be retained and then disposing of them.

**Record** indicates any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, and any other documentary material, regardless of physical form or characteristics, made or received in the course of the conduct of the affairs of the Municipality, and retained by the Municipality for the purposes of future reference.

**Records Centre** means storage facility to house inactive records until their final disposition.

**Records Disposition** means the final action or actions taken with regard to inactive records as determined by their appraisal pursuant to the legislation, regulation, or administrative procedure.

**Records and Information Management System/Program** means the planned control of the life cycle of a record from creation to final disposition.

**Records Manager/Coordinator** means the individual responsible for developing policies and setting objectives for an organization's Records and Information Management Program.

**Records Series** is a group of records that relate to a particular function or operation, that are filed together, and need to be retained for the same period of time.

**Retention Period** is the period of time during which a specific records series must be kept before records in that records series may be disposed of. The retention period of an official record is calculated from the close date of the record as entered in the records management system. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (inactive).

**Retention Schedule** means a schedule/timetable that identifies the length of time a specific record series must be retained for before it may be disposed of.

**Retention Scheduling** means the process of identifying and describing records; using a list or timetable to describe the active, inactive, and maximum lengths of time any record is required to be kept prior to destruction or permanent/archival storage.

**Scope Notes** means descriptions in a classification scheme indicating the type of material that should be filed within each record series.

**Secondary Heading** means the second level of classification in the classification scheme.

**Superseded** means the record shall be retained until such time as they have been replaced with more current information.

**Tertiary Heading** means the third level of classification in the classification scheme that is usually the file title.

**TOMRMS** means The Ontario Municipal Records Management System which is the Corporation's standardized file classification system.

**Municipality** means The Corporation of the Municipality of Temagami. Also referred to as Municipality.

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

- a) retained solely for convenience of reference;
- b) required solely for the completion of a routine action, or the preparation of another record;
- c) of insignificant or of no value in documenting Municipality of Temagami business transactions;
- d) not an integral part of a Municipality record;
- e) not filed regularly with the Municipality of Temagami's records or records keeping system;
- f) not required to meet statutory obligations or to sustain administrative or operational functions;
- g) about social events that are not special Municipality events;
- h) not related to Municipality business;
- i) a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record

**Vital Record** means a record that is essential to the continuation or resumption of Municipality business in the event of a disaster; a record essential to the operation of the Municipality and necessary to recreate its legal and financial position and/or preserve the rights of the organization. A vital record allows the Municipality to continue to fulfill its obligation to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include: accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc.

**Working Papers** means rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official decisions.

## **Records Ownership**

All records created, received, used or maintained by officers and employees in the course of their duties on behalf of the Corporation are the property of the Municipality of Temagami.

Employees leaving their positions with the Municipality shall leave all records for their successors. This applies to both temporary and permanent departures, including transfers within the organization.

## Organization

The Corporation will organize records according to the approved corporate classification system which is based on the Municipality of Temagami's business activities.

## Implementation

Review of the Record Retention Schedule shall take place regularly to ensure legal compliance. After a review by the Municipality Auditor, the Municipality Clerk will approve the new retention schedule.

As part of the regular process for the disposal of records and subsequent to any destruction of records, such destruction shall be authorized in writing by the appropriate Department Head. Such authorization shall note the code, subject of the records, the title of the record, period of time the records relate to and shall identify the Retention Schedule under which the disposal was authorized.

Upon the Municipality Clerk or of his/her designate satisfying him/herself that the retention period as set out in the appropriate Schedule has expired, and disposal has been properly authorized by the department, he/she or their designate shall then:

- a) order the record(s) to be destroyed, in a manner which complies with *the Municipal Freedom of Information and Protection of Privacy Act, 1989*; or
- b) set aside the record(s) for long-term or permanent retention.

Copy/duplicate records do not require formal approval for destruction; however, the location of the original shall be checked to ensure that the original has not been destroyed.

## Orphan Data – Electronic Systems

Prior to the destruction of any orphan data, the following documentation is required:

- a) A written description of the orphan data containing, to the extent that such information is obtainable, the following:
  - a) the title of the orphan data;
  - b) the identification of the department/section that is responsible for the creation or use of the orphan data;
  - c) a brief description of the orphan data's purpose;
  - d) the format/software the orphan data is stored in;
  - e) a brief description of any sub data, their purpose and relationship to the main data or other sub data.
- f) The written approval, authorizing the orphan data's disposal from the department head or designate who is responsible for the business function to which the orphan data relates.

## **Alternate Format Records**

A micrographic/electronic record is a copy of a record that shall be deemed to be the original for the purposes of this policy if so indicated in the retention schedule.

Original records that have been microfilmed or are available electronically may be destroyed at any time, providing the microfilm/electronic “originals” are retained subject to the schedule.

At the end of the archival review period, an original record that has been microfilmed or is available electronically:

- a) shall be transferred to the custody and control of the Archives program operated by the Municipality Clerk's Office if the original record possesses archival value; or
- b) shall be destroyed if the original record does not possess archival value, and if there is no further business or legal requirement to retain the record in an original format.

## **Limitations**

Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the following applies to the retention and disposal of all transitory, duplicate or copy records created or received by Municipality employees:

- a) A copy of a record may be destroyed at any time if the original is subject to a retention period established by the Records Retention Schedule.
- b) A transitory record may be deleted or otherwise destroyed unless otherwise specified in the schedule or unless required for legal or legislated purposes when their value ceases as determined by the individual work unit.
- c) If information is added to a copy record, it is considered an original document and should be retained for the same time period as the original record.

Blank Forms are not records and therefore are not maintained as records.

## **Records Protection**

Records (hardcopy, online or other media) will be stored in a protected environment for the duration of its scheduled retention.

## **Records Storage**

Records will be stored in a manner that prevents loss through misplacement, deterioration, accidental destruction, theft, and unauthorized or inappropriate access. They shall be stored in a manner that ensures their continued readability.

In some cases, the safe long-term storage of important records may require the duplication of the records and separate or off-site storage of the duplicates.

Active records and records that need to be easily accessible may be stored in office space or equipment. Inactive records can be sent to the Municipality of Temagami's Inactive Records

Centre.

## **Disposal of Records**

All records must be destroyed in accordance with the approved retention schedule.

Hardcopy of records will be destroyed by secure confidential shredding or by recycling depending on the nature of the information contained in the record. Online or electronic records will be destroyed by overwriting or other proven means.

## **Suspension of Policy**

In the event of a notice of a potential litigation, claim, audit or investigation for which the Municipality may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.

Suspension shall be initiated before the expiration of a retention period and will be in effect until the completion of the action or until the expiration of the retention period, whichever is later.

## **Compliance Audit**

Compliance with the records retention program will be reviewed on a scheduled and random basis.

## **POLICY REVIEW AND PROCEDURE**

This Policy will be reviewed as required, but in any case no later than three years from the date of the most recent review.

The Municipality Clerk will be responsible for initiating the review of this Policy.

Approval Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

## 03-01-04 RETENTION SCHEDULE 2020-07 RECORDS RETENTION



**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

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Tab:	<b>Records Retention</b>	#:	<b>03-01-04</b>
Section:	<b>The Schedule</b>	Page:	1 of 30
Subject:	<b>Records Retention Schedule/Citation Table</b>	Date:	2020 - 07

## 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.

## PRIMARY HEADING: ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A01	Associations and Organizations	Originating	1	business need
A02	Staff Committees and Meetings	Originating	4**	business need
A03	Computer Systems and Architecture	Treasury	S+6	business need
A04	Conferences and Seminars	Originating	1**  archival review if sponsored by the Municipality	business need
A05	Consultants	Originating	2**	business need
A06	Inventory Control	Originating	6	business need
A07	Office Equipment and Furniture	Originating	disposal of item	business need
A08	Office Services	Originating	1	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A09	Policies and Procedures	Originating	15**	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's	S	business need
A11	Records Disposition	Clerk's	P	common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	S	business need
A13	Travel and Accommodation	Originating	1	business need
A14	Uniforms and Clothing	Originating	S**	business need
A15	Vendors and Suppliers	Originating	2	business need
A16	Intergovernmental Relations	Originating	5**	business need
A17	Information Access and Privacy	Clerk's	2	g071
A18	Security	Originating	5	business need
A19	Facilities Construction and Renovations	Originating	project finished and no outstanding issues + 2**	g059 g073
A20	Building and Property Maintenance	Originating	5 Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A22	Accessibility of Services	Clerk's	5	g010
A23	Information Systems Production Activity & Control	IT	2	business need
A24	Access Control & Passwords	IT	5	business need
A25	Performance Management/ Quality Assurance	CAO	6	g110
A26	Building Structure Systems		Superseded or life of system/ asset	g046 g100
A27	Drawings		Superseded or life of system/ asset	g073 g141

**PRIMARY HEADING: COUNCIL AND BY-LAWS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C01	By-Laws	Clerk's	P**	g090 g131
C02	By-Laws - Other Municipalities	Clerk's	S	business need
C03	Council Agenda	Clerk's	S+5	business need
C04	Council Minutes	Clerk's	P** working notes = 6 copies = 2	g131
C05	Council Committee Agenda	Clerk's	S	business need
C06	Council Committee Minutes	Clerk's	6**	g015

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C07	Elections	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	Originating	10 **	g052 g159
C09	Motions and Resolutions	Clerk's	P**  copy = 1	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	business need
C11	Reports to Council	Clerk's	P**	common practice – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's	P**	g131
C13	Accountability Transparency & Governance	Clerk's	2	g059

**PRIMARY HEADING: DEVELOPMENT AND PLANNING**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D01	Demographic Studies	Planning	10**	business need
D02	Economic Development	Planning	10**	business need
D03	Environment Planning	Planning	15**	g008 g016 g068

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
				g146 g156
D04	Residential Development	Planning	10**	business need
D05	Natural Resources Planning	Planning	5**	business need
D06	Tourism Development	Planning	10**	business need
D07	Condominium Plans	Planning	P Applications = 2 years after final decision	business need
D08	Official Plans	Clerk's	P**	g090 (15 years) common practice (P)
D09	Official Plan Amendment Applications	Planning	Final decision or reflected in revised official plan + 5	
D10	Severances	Planning	land titles registration + 6	g133
D11	Site Plan Control	Planning	P  Application = 2 years after final decision	business need
D12	Subdivision Plans	Planning	P  Application = 2 years after final decision	business need
D13	Variance Applications	Planning	P	common practice
D14	Zoning	Planning	Final decision + 2	business need
D15	Easements	Planning	Termination of right + 6**	g133

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D16	Encroachments	Planning	Termination of right + 6**	g133
D17	Annexation/ Amalgamation	Clerk's	P**	business need
D18	Community Improvement	Planning	Completion of project + 6**	business need
D19	Municipal Addressing	Planning	S+10**	business need
D20	Reference Plans	Planning	P	business need
D21	Industrial/ Commercial Development	Planning	10**	business need
D22	Digital Mapping	Planning	S Excludes actual data residing on these systems	business need
D23	Agricultural Development	Planning	10**	business need
D24	Official Plan Background	Planning	Final Decision + 5	business need
D25	Deeming Process	Planning	Final Decision + 2	business need
D26	Development Charges Study	Planning	10**	g128
D27	Part Lot Control	Planning	Final Decision + 5	business need

**PRIMARY HEADING: ENVIRONMENTAL SERVICES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E00	Environmental Services	Originating	1	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E01	Sanitary Sewers	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073 g089
E02	Storm Sewers	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073
E03	Treatment Plants - Wastewater	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
E04	Tree Maintenance	Works	5	business need g089
E05	Air Quality Monitoring	Engineering	later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5**	g008 g089
E06	Utilities	Works	5**	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E07	Waste Management	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
E08	Water Works – Drinking Water Plant	Works	15  Specifications =Permanent as per A27	g073 g082 g089 g108 g111
E09	Drains	Works	E+5** Specifications =Permanent as per A27	g073 g082
E10	Pits and Quarries	Works	5** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Works	5** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Works	7** Specifications = life of system	g037 g082 g129



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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E13	Water Monitoring	Engineering	created, approved or plan no longer in force + 15	g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	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
E15	Chemical Sampling of Water	Engineering	created, approved or plan no longer in force + 15	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	15	g008 g082 g089 g108 g110 g111
E17	Energy Management	Engineering	End of reporting period to which relates + 7	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E18	Natural Heritage	Works	end of plan or designated year + 3	g057 g072 g089
E19	Renewable Energy	Engineering	created, approved or facility no longer in force + 15	g060
E20	Source Water Protection	Engineering	created, approved or plan no longer in force + 15	business need g016 g060
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 3	g038 g089 g115 g144
E22	Private/Small Water Systems	Engineering	E+15  maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring	Engineering	7	g082 g156
E24	Gasoline Storage & Dispensing		use = 7  tank install, inspection = system removed + 5	g045 g140 g141 g147 g158

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**PRIMARY HEADING: FINANCE AND ACCOUNTING**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F01	Accounts Payable	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
F02	Accounts Receivable	Treasury	close of fiscal tax year end + 7	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Treasury	6	g032 g069
F04	Banking	Treasury	close of fiscal tax year end + 7	g007 g026 g053 g062
F05	Budgets and Estimates	Treasury	6**	business need
F06	Assets	Treasury	Disposal of asset + 10**	g006 g007

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F07	Cheques	Treasury	6	g006 g007 g034 g086
F08	Debentures and Bonds	Treasury	Debentures surrendered for exchange/cancellation + 6	g007
F09	Employee and Council Expenses	Treasury	close of fiscal tax year + 7	g006 g007
F10	Financial Statements	Treasury	P**	g069
F11	Grants and Loans	Treasury	repayment of loan + 6	g006 g007
F12	Investments	Treasury	Closure of account + 6	g006
F13	Journal Vouchers	Treasury	close of fiscal tax year + 6	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	close of fiscal tax year + 7**	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F15	General Ledgers and Journals	Treasury	P	g001 g006 g007 g032 g034 g055 g131
F16	Payroll	Treasury	Close of fiscal tax year + 6	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Treasury	Close of fiscal tax year + 7	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Treasury	E+7**  Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Treasury	7	g006 g007 g032 g097
F20	Reserve Funds	Treasury	6	g069

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F21	Revenues	Treasury	7 Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records	Clerk's	P  tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 common practice (P)
F23	Write Offs	Treasury	6 Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	fiscal year or last day of residence + 7	g047 g051 g062 g097
F25	Security Deposit	Treasury	Closure of account + 6	g006 g007
F26	Working Papers - Financial	Treasury	After completion of audit + 1	business need
F27	Regulatory Reporting – Financial		6	business need

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**PRIMARY HEADING: HUMAN RESOURCES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H01	Attendance and Scheduling	Personnel	5  driver's daily logs = 6 months  public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Personnel	S	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H03	Employee Records	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>



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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H04	Health and Safety	Personnel	3  Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning	Personnel	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
H06	Job Descriptions	Personnel	S**	business need
H07	Labour Relations	Personnel	Expiry of contract period + 10**	g013
H08	Organization Design	Originating	S**	business need
H09	Salary Planning	Personnel	5	business need
H10	Pension and Benefits Records	Personnel	Termination of employee + 6	g001 g088
H11	Recruitment	Personnel	1	g071

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H12	Training and Development	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>
H13	Claims	Personnel	<p>Resolution of claim + 3</p> <p>Hazardous exposure claims = longer of 40 years or 20 years after last record made</p>	<p>g078</p> <p>g125</p>
H14	Grievances	Personnel	Resolution of claim + 10	<p>g013</p> <p>g054</p>
H15	Harassment And Violence	Personnel	Resolution of complaint + 3	<p>g054</p> <p>g059</p> <p>business need</p>

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H16	Criminal Background Checks	Personnel	date employee ceased to be employed by employer + 7	business need
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40  or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Personnel	When STD/LTD claims are resolved + 3	g078 business need
H19	Disability Management	Personnel	day issued or earlier as may be specified by Commission + 5	g010 g054
H20	Confined Spaces	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Personnel	5	business need
H22	Employee Certifications	Personnel	certification expired + 2	g059 g077

**PRIMARY HEADING: JUSTICE**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Court Services	completion + 2	g024 MOU

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J02	Informations (Part III)/ Accident and Careless Driving Part 1	Court Services	completion + 6	g022 g023 MOU
J03	Control Lists/ Justice Reports	Court Services	4	MOU
J04	Court Dockets	Court Services	3  statement of defence – not set to trial = 5	g025 g093 g150 MOU
J05	Transcripts and Records of Court Proceedings	Court Services	6**	g029 g093 MOU
J06	Enforcements & Suspensions	Court Services	8	MOU
J07	Appeals & Transfers	Court Services	7	MOU
J08	Statistics/ Payment Tracking	Court Services	8	MOU
J09	Disclosure	Court Services	6	MOU
J10	Certificates of Conviction Part 2	Court Services	6	MOU

**PRIMARY HEADING: LEGAL AFFAIRS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L01	Appeals and Hearings	Clerk's	P  after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L02	Claims Against the Municipality	Clerk's	Resolution of claim and all appeals + 2  ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's	Resolution of claim and all appeals + 2	g056 g057 g072
L04	Contracts and Agreements - Under By-Law	Clerk's	act or omission on which claim is based took place + 15**	g060 g068
L05	Insurance Appraisals	Clerk's	After a new appraisal has been done + 15	g060
L06	Insurance Policies	Clerk's	Expiry of policy + 15	g060
L07	Land Acquisition and Sale	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
L08	Opinions and Briefs	Clerk's	S**	business need
L09	Precedents	Clerk's	S**	business need
L10	Federal Legislation	Originating	S	business need
L11	Provincial Legislation	Originating	S	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L12	Vital Statistics	Clerk's	P (may be captured in provincial registry?)  Marriage licences 2 years	common practice (P)
L13	Prosecutions	Originating	Delivery of judgement + 7	g059 (2 year limitation) g060 (15 year limitation) common practice
L14	Contracts and Agreements – Simple	Clerk's	Expiry of contract + 2**  Long term care service providers = expiry + 7	g041 g042 g053 g059 g062 g130

**PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M01	Advertising	Originating	1**	business need
M02	Ceremonies and Events	Originating	5**	business need
M03	Charitable Campaigns/Fund Raising	Originating	1	business need
M04	Complaints Commendations and Inquiries	Originating	5**	g054 g121 g154 g160
M05	News Clippings	Originating	1**	business need
M06	News Releases	Originating	1**	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M07	Publications	Originating	S**  S+3 if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3**	business need
M09	Visual Identity and Insignia	Clerk's	S+5**	g134 g136
M10	Website & Social Media Content	Originating	S + 2	g059
M11	Public Relations and Public Awareness	Originating	5**	business need
M12	Intellectual Property	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

**PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P01	By-law Enforcement	Originating	6**	g059 g089
P02	Daily Occurrence Logs	Originating	5**	business need
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies	g144

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P04	Hazardous Materials	Originating	S+5	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5	g011
P06	Building and Structural Inspections	Building	inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Public Health	S, minimum 1 year	g045
P08	Investigations	Originating	10**	g059 g089 common practice
P09	Licences	Clerk's	Expiry of licence + 2	g017
P10	Building Permits	Building	P	g090 (15 years) common practice (P)
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Court Services  By-law Services	Execution of warrant + 2  Court services search warrants – 40 years	g028 g059



**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

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P13	Criminal Records	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5	business need
P14	Animal Control	Originating	date animal was last in the pound + 2	g012
P15	Community Protection Programs	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	Originating	S+5	g011
P17	EMS and Fire Significant Incident & Impact Reports	EMS	S+5	g011
P18	EMS and Fire Accident Response Reports	EMS	S+5	g011
P19	EMS and Fire Statistics	EMS	S+2	business need
P20	Prohibition Notices & Orders	Legal	15	g016
P21	Facilities Routine Water Use, Monitoring and Testing	Parks & Recreation Child Care Facility	pools and recreational camps = 1  child care facility plumbing flush and water testing = 6	g049 g109

**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

**PRIMARY HEADING: RECREATION AND CULTURE**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R01	Heritage Preservation	Clerk's	End of plan year or removal of designation + 3**	g081
R02	Library Services	Clerk's	5	g134
R03	Museum and Archival Services	Clerk's	S + 3**	g134
R04	Parks Management	Parks & Recreation	park maintenance = 5** Playground equipment maintenance = 15	g060 business need
R05	intentionally left blank			
R06	Recreational Programming	Parks & Recreation	program development & evaluation = 3**  program registration = 1  attendance fee collection = 6	business need g071 g006

**PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S01	Children's Day Care and Day Nursery Services	Community Services	S (review after 3 years)	g125

**Legend:**

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S02	Elderly and Supportive Assistance Services	Community Services	S (review after 3 years)	business need
S03	Long Term Care Facility Clients	Community Services	Discharged + 10	g061 g097
S04	Community and Social Assistance Services	Community Services	S (review after 3 years)	business need
S05	Ontario Works Clients	Community Services	date of last entry + 5  outstanding overpayment = overpayment resolved + 5  Fraud investigation = fraud resolved + 5  outstanding family support issues = 10	g019 g084 g085
S06	Medical Case Clients	Public Health	discharged as a client + 15 years  Note: reportable diseases may be longer	g060  college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Community Services	S (review after 3 years)	business need
S08	Public Health	Public Health	S (review after 5 years)	business need

**Legend:**

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S09	Cemetery Interment	Clerk's	P** Transfer to archives if no longer managed  Burial permits = 2	g048 g101
S10	Day Care and Day Nursery Clients	Community Services	Last participated date + 3	g126
S11	Disabilities Support Clients	Community Services	no longer receiving support + 7	g155
S12	Housing Services	Community Services	10	g052 g163
S13	Housing Tenant Clients	Community Services	no longer resides + 5	g053 g163
S14	Home Child Care Program Administration	Community Services	3	g125
S15	Home Child Care Program Clients	Community Services	Last participated date + 3	g126
S16	Social and Health Care Planning and Management	Community Services	7 years	business need
S17	Client Care Coordination	Community Services	no longer receiving support + 10	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Community Services	4	g003 g064 g163
S19	Food Preparation and Service	Community Services	1	g063

**Legend:**

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S20	Cemetery Operations	Cemetery	Contract fulfilled or no longer applies + 6 years	g047

**PRIMARY HEADING: TRANSPORTATION**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T01	Illumination	Works	Removal of the equipment + 6 Specifications = P	business need
T02	Parking	Works	Closure of lot or space + 6	business need
T03	Public Transit Operations	Works	Closure of route/ shelter/ stop + 1**, 2 year minimum retention	business need g094
T04	Road Construction	Works	project finished + 1** Specifications = P	g073
T05	Road Design and Planning	Works	project finished + 1** Specifications = P	g073
T06	Road Maintenance and Salt Usage	Works	project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Works	Removal of sign/signal + 1	g073

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T08	Traffic	Works	project finished + 1**  Temporary road closures = 2 years	business need
T09	Roads and Lanes Openings/ Closures	Works	project finished + 1**	business need
T10	Field Survey/Road Survey Books	Works	project finished + 1	business need
T11	Bridges	Works	project finished + 1 Specifications = P	g073

**PRIMARY HEADING: VEHICLES AND EQUIPMENT**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V01	Fleet Management	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
V02	Mobile Equipment	Originating	Disposal of equipment + 1	g074 common practice
V03	Transportable Equipment	Originating	Disposal of equipment + 1	g074 common practice

**Legend:**

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**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V04	Protective Equipment	Originating	Disposal of equipment + 1	g074 g075 common practice
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 Set-up tests = until superseded	g074 g157

## 02-01-05 SCOPE NOTES 2020 MANUAL CONTROL AND USE



Tab:	<b>Records classification system</b>	#:	<b>02-01-05</b>
Section:	<b>The System</b>	Page:	1 of 62
Subject:	<b>Scope notes</b>	Date:	2020- 07

<b>A</b>	<b>ADMINISTRATION</b> Includes records regarding routine administration and office services functions.
<b>C</b>	<b>COUNCIL, BOARDS AND BY-LAWS</b> Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
<b>D</b>	<b>DEVELOPMENT AND PLANNING</b> 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.
<b>E</b>	<b>ENVIRONMENTAL SERVICES</b> 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.
<b>F</b>	<b>FINANCE AND ACCOUNTING</b> Includes records regarding the management of funds.
<b>H</b>	<b>HUMAN RESOURCES</b> Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
<b>J</b>	<b>JUSTICE</b> Includes records regarding POA and Court activities.
<b>L</b>	<b>LEGAL AFFAIRS</b> Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
<b>M</b>	<b>MEDIA AND PUBLIC RELATIONS</b> Includes records regarding the municipality's relationship with the media and the general public.

<b>P</b>	<b>PROTECTION AND ENFORCEMENT SERVICES</b> Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
<b>R</b>	<b>RECREATION AND CULTURE</b> Includes records regarding the provision of recreational and cultural services to the community.
<b>S</b>	<b>SOCIAL AND HEALTH CARE SERVICES</b> Includes records regarding social services and health care programs.
<b>T</b>	<b>TRANSPORTATION SERVICES</b> Includes records regarding the development and improvement of transportation systems (roads and public transit).
<b>V</b>	<b>VEHICLES AND EQUIPMENT</b> Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

## ADMINISTRATION - A

<b>A01</b>	<b>ASSOCIATIONS AND ORGANIZATIONS</b>  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. <b>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</b>  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Membership Fees - see F01</li></ul>
<b>A02</b>	<b>STAFF COMMITTEES AND MEETINGS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Council Minutes and Agenda - see C03-C04</li><li>• Standing Committees - see C05-C06</li><li>• Health &amp; Safety Committee Meetings – see H04</li></ul>
<b>A03</b>	<b>COMPUTER SYSTEMS AND ARCHITECTURE</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Reports - file by subject</li><li>• Acquisitions - see F18</li></ul>

<b>A04</b>	<p><b>CONFERENCES AND SEMINARS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Speeches and Presentations - see M08</li> <li>• Accommodation &amp; Travel Arrangements – see A13</li> <li>• Employee and Council Expenses - see F09</li> <li>• Ceremonies and Events - see M02</li> <li>• Invoices - see F01</li> <li>• Rental Agreements - see L14</li> </ul>
<b>A05</b>	<p><b>CONSULTANTS</b></p> <p>Category removed. Records contained should be filed in other classification categories.</p> <p>For:</p> <ul style="list-style-type: none"> <li>• Reports - file by subject</li> <li>• Consulting relationship management and evaluation – see A15</li> <li>• Project based monitoring of consultant activities – see project file</li> <li>• Procurement, Quotations and Tenders - see F18</li> <li>• Invoices - see F01</li> </ul>
<b>A06</b>	<p><b>INVENTORY CONTROL</b></p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Assets - see F06</li> <li>• Controlled Drug Substances – see S18</li> <li>• Petroleum Products – see E24</li> </ul>

<b>A07</b>	<b>OFFICE EQUIPMENT AND FURNITURE</b>  Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Computer Hardware and Software - see A03</li><li>• Service Agreements - see L14</li><li>• Assets - see F06</li></ul>
<b>A08</b>	<b>OFFICE SERVICES</b>  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.
<b>A09</b>	<b>POLICIES AND PROCEDURES</b>  Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.
<b>A10</b>	<b>RECORDS MANAGEMENT</b>  Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Retention By-Law - see C01</li><li>• Policies and Procedures - see A09</li><li>• Records Disposition - see A11</li></ul>
<b>A11</b>	<b>RECORDS DISPOSITION</b>  Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.

<b>A12</b>	<b>TELECOMMUNICATIONS SYSTEMS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Licenses - see P09</li><li>• Assets - see F06</li><li>• Long Distance Call Records – see F01</li><li>• Agreements - see L04 or L14</li></ul>
<b>A13</b>	<b>TRAVEL AND ACCOMMODATION</b>  Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Employee and Council expenses – see F09</li></ul>
<b>A14</b>	<b>UNIFORMS AND CLOTHING</b>  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.
<b>A15</b>	<b>VENDORS AND SUPPLIERS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Purchase Orders and Requisitions - see F17</li><li>• Office Equipment - owned and leased - see A07</li><li>• Fleet Management - see V01</li></ul>

<b>A16</b>	<p><b>INTERGOVERNMENTAL RELATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Legislation – see L10/L11</li> </ul>
<b>A17</b>	<p><b>INFORMATION ACCESS AND PRIVACY</b></p> <p>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).</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Copies of the Act - see L11</li> <li>• Non MFIPPA Complaints and Inquiries - see M04</li> </ul>
<b>A18</b>	<p><b>SECURITY</b></p> <p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Vandalism Reports - see P05</li> <li>• Computer Security - see A03</li> </ul>
<b>A19</b>	<p><b>FACILITIES CONSTRUCTION AND RENOVATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• As-Builts and drawings – see A27</li> </ul>

<b>A20</b>	<b>BUILDING AND PROPERTY MAINTENANCE</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Parks Management - see R04</li> <li>• Building Systems – see A26</li> </ul>
<b>A21</b>	<b>FACILITIES BOOKINGS</b>  Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.
<b>A22</b>	<b>ACCESSIBILITY OF SERVICES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Report on services – see A25</li> </ul>
<b>A23</b>	<b>INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL</b>  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.
<b>A24</b>	<b>ACCESS CONTROL AND PASSWORDS</b>  Records related to the management of and access to programs. Includes individual access, password management, etc.



<b>A25</b>	<p><b>PERFORMANCE MANAGEMENT/QUALITY ASSURANCE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee performance appraisal - see H03</li> <li>• Council Goals &amp; Objectives - see C08</li> <li>• Financial Regulatory reporting, FIR and MPMP – see F27</li> </ul>
<b>A26</b>	<p><b>BUILDING STRUCTURE SYSTEMS</b></p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p>
<b>A27</b>	<p><b>DRAWINGS</b></p> <p>Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.</p>

## COUNCIL, BOARDS AND BY-LAWS - C

<b>C01</b>	<b>BY-LAWS</b> 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.
<b>C02</b>	<b>BY-LAWS - OTHER MUNICIPALITIES</b> Includes final versions of by-laws of other municipalities which are of interest.
<b>C03</b>	<b>COUNCIL AGENDA</b> Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.
<b>C04</b>	<b>COUNCIL MINUTES</b> Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Council Committees - see C05, C06</li> <li>• Reports to Council - see C11</li> </ul>
<b>C05</b>	<b>COUNCIL COMMITTEE AGENDA</b> Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.
<b>C06</b>	<b>COUNCIL COMMITTEE MINUTES</b> Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.
<b>C07</b>	<b>ELECTIONS</b> 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.

<b>C08</b>	<b>GOALS AND OBJECTIVES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Environmental Planning – see D03</li> <li>• Official Plan – see D08</li> </ul>
<b>C09</b>	<b>MOTIONS AND RESOLUTIONS</b>  Includes final signed versions of resolutions and motions of Council.
<b>C10</b>	<b>MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES</b>  Includes final versions of motions and resolutions of other municipalities which are of interest.
<b>C11</b>	<b>REPORTS TO COUNCIL</b>  Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.
<b>C12</b>	<b>APPOINTMENTS TO BOARDS AND COMMITTEES</b>  Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.
<b>C13</b>	<b>ACCOUNTABILITY, TRANSPARENCY &amp; GOVERNANCE</b>  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.

## DEVELOPMENT AND PLANNING - D

<b>D01</b>	<b>DEMOGRAPHIC STUDIES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Vital Statistics - see L12</li></ul>
<b>D02</b>	<b>ECONOMIC DEVELOPMENT</b>  Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Demographic Studies - see D01</li><li>• Residential Development - see D04</li><li>• Tourism Development - see D06</li><li>• Industrial/Commercial Development - see D21</li></ul>
<b>D03</b>	<b>ENVIRONMENT PLANNING</b>  Includes records regarding general types of environmental studies with a long-range <b>planning</b> 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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Environmental Monitoring - see E05, E13 - E15</li><li>• Waste Management - see E07</li><li>• Source Water Protection Committee – see E20</li></ul>
<b>D04</b>	<b>RESIDENTIAL DEVELOPMENT</b>  Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.

<b>D05</b>	<p><b>NATURAL RESOURCES PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Tree maintenance – see E04</li> <li>• Natural Resource management and preservation – see E18</li> </ul>
<b>D06</b>	<p><b>TOURISM DEVELOPMENT</b></p> <p>Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.</p>
<b>D07</b>	<p><b>CONDOMINIUM PLANS</b></p> <p>Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>
<b>D08</b>	<p><b>OFFICIAL PLANS</b></p> <p>Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.</p>
<b>D09</b>	<p><b>OFFICIAL PLAN AMENDMENT APPLICATIONS</b></p> <p>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.</p>
<b>D10</b>	<p><b>SEVERANCES</b></p> <p>Includes records regarding the granting of severances to parcels of land including application for severance.</p>

<b>D11</b>	<p><b>SITE PLAN CONTROL</b></p> <p>Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Systems for Servicing Land - see relevant subject.</li> <li>• Site Plan Agreements - see L04</li> </ul>
<b>D12</b>	<p><b>SUBDIVISION PLANS</b></p> <p>Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Subdivision Agreements - see L04</li> </ul>
<b>D13</b>	<p><b>VARIANCE APPLICATIONS</b></p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Budget Variances - see F05</li> </ul>
<b>D14</b>	<p><b>ZONING</b></p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Zoning By-Laws - see C01</li> <li>• Variances - see D13</li> </ul>
<b>D15</b>	<p><b>EASEMENTS</b></p> <p>Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Original Agreements - see L04</li> </ul>

<b>D16</b>	<p><b>ENCROACHMENTS</b></p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Original Agreements - see L04</li> <li>• Original Encroachment By-Laws - see C01</li> </ul>
<b>D17</b>	<p><b>ANNEXATION/AMALGAMATION</b></p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.</p>
<b>D18</b>	<p><b>COMMUNITY IMPROVEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Economic Development - see D02</li> </ul>
<b>D19</b>	<p><b>MUNICIPAL ADDRESSING</b></p> <p>Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.</p>
<b>D20</b>	<p><b>REFERENCE PLANS</b></p> <p>Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.</p>
<b>D21</b>	<p><b>INDUSTRIAL/COMMERCIAL DEVELOPMENT</b></p> <p>Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Agricultural Development – see D23</li> </ul>
<b>D22</b>	<p><b>DIGITAL MAPPING</b></p> <p>Includes all records used to produce maps and updates in a digital format as in a GIS.</p>

<b>D23</b>	<b>AGRICULTURAL DEVELOPMENT</b> Includes all records regarding development of agricultural growth.
<b>D24</b>	<b>OFFICIAL PLAN BACKGROUND</b> Includes reports pertaining to amendments and changes to the Official Plan.
<b>D25</b>	<b>DEEMING PROCESS</b> 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.
<b>D26</b>	<b>DEVELOPMENT CHARGES STUDY</b> 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
<b>D27</b>	<b>PART LOT CONTROL</b> 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.



## ENVIRONMENTAL SERVICES - E

<b>E01</b>	<p><b>SANITARY SEWERS</b></p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Waste Management - see E07</li> <li>• Storm Sewers - see E02</li> <li>• Treatment Plants - see E03</li> <li>• MOE Approvals – see E21</li> <li>• Drawings/As Builts and specifications – see A27</li> </ul>
<b>E02</b>	<p><b>STORM SEWERS</b></p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Drawings/ As Builts and specifications – see A27</li> </ul>
<b>E03</b>	<p><b>TREATMENT PLANTS (Wastewater Treatment and Collection Systems)</b></p> <p>Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, 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 &amp; site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Private Sewage Disposal Systems – see E12</li> <li>• Drawings/ As Builts and specifications – see A27</li> </ul>
<b>E04</b>	<p><b>TREE MAINTENANCE</b></p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>

<b>E05</b>	<p><b>AIR QUALITY MONITORING</b></p> <p>Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Water Quality – see E13 to E15</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Land Quality Monitoring – see E23</li> </ul>
<b>E06</b>	<p><b>UTILITIES</b></p> <p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Site Plans - see D11</li> </ul>
<b>E07</b>	<p><b>WASTE MANAGEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Sanitary Sewers - see E01</li> <li>• Environment Planning - see D03</li> <li>• Private Sewage Disposal Systems – see E12</li> <li>• Annual reports on blue boxes, recycling program, etc. – see A25</li> </ul>

<b>E08</b>	<p><b>WATER WORKS (Drinking Water Plant)</b></p> <p>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 &amp; site-specific distribution-related work (i.e. water meters, curb stops, etc.)</p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Water Pumping Stations – see E03</li> <li>• Drawings/ As Built and specifications – see A27</li> </ul>
<b>E09</b>	<p><b>DRAINS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Drawings/ As Built and specifications – see A27</li> </ul>
<b>E10</b>	<p><b>PITS AND QUARRIES</b></p> <p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• License/permits – see P09</li> </ul>

<b>E11</b>	<p><b>NUTRIENT MANAGEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Strategy/plan review – see A25</li> </ul>
<b>E12</b>	<p><b>PRIVATE SEWAGE DISPOSAL SYSTEMS</b></p> <p>Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.</p>
<b>E13</b>	<p><b>WATER MONITORING</b></p> <p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, 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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• Land Quality Monitoring – see E23</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Annual reports – see A25</li> </ul>

<b>E14</b>	<p><b>WATER SAMPLING</b></p> <p>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.</p> <p>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 &amp; 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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Facilities Routine water use, monitoring &amp; testing – see P21</li> </ul>
<b>E15</b>	<p><b>CHEMICAL SAMPLING OF WATER</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Facilities Routine water use, monitoring &amp; testing – see P21</li> </ul>
<b>E16</b>	<p><b>BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL</b></p> <p>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.</p>

<b>E17</b>	<p><b>ENERGY MANAGEMENT</b></p> <p>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.</p>
<b>E18</b>	<p><b>NATURAL HERITAGE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Natural Resources Planning – see D05</li> <li>• Tree Maintenance – see E04</li> <li>• Conservation district plans – see R01</li> <li>• Archaeological and heritage site investigation reports – see R01</li> </ul>
<b>E19</b>	<p><b>RENEWABLE ENERGY</b></p> <p>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.</p>

<b>E20</b>	<p><b>SOURCE WATER PROTECTION</b></p> <p>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</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Risk Management Plans and/or Assessments - see D03</li> <li>• Prohibition Notices and Orders - P20</li> <li>• Contracts and Agreements - Simple (Not Under Seal) - L14</li> <li>• Soil Contamination – E23</li> <li>• Nutrient Management – E11</li> </ul>
<b>E21</b>	<p><b>MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS</b></p> <p>Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal &amp; private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.</p>
<b>E22</b>	<p><b>PRIVATE/SMALL WATER SYSTEMS</b></p> <p>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.</p>
<b>E23</b>	<p><b>LAND QUALITY MONITORING</b></p> <p>Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Water Quality – see E13 to E15</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Air Quality Monitoring – see E05</li> <li>• Natural Heritage – E18</li> </ul>

## **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).

### **Excludes:**

- Underground storage abandonment record – see L07
- Major spills – see E23



## FINANCE AND ACCOUNTING – F

<b>F01</b>	<p><b>ACCOUNTS PAYABLE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>Cancelled Cheques - see F07</li> <li>Employee and council expenses – see F09</li> </ul>
<b>F02</b>	<p><b>ACCOUNTS RECEIVABLE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>Write-offs - see F23</li> <li>Tax Assessments, Rolls and Tax Arrears - see F22</li> </ul>
<b>F03</b>	<p><b>AUDITS</b></p> <p>Includes records regarding internal and external financial audits of accounts.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>Operational audits - see relevant subject.</li> <li>Audited Financial Statements - see Financial Statements, F10</li> </ul>
<b>F04</b>	<p><b>BANKING</b></p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>Banking Statements - see F07</li> </ul>
<b>F05</b>	<p><b>BUDGETS AND ESTIMATES</b></p> <p>Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.</p>

<b>F06</b>	<p><b>ASSETS</b></p> <p>Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Land Acquisition and Sale - see L07</li> </ul>
<b>F07</b>	<p><b>CHEQUES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Banking - see F04</li> </ul>
<b>F08</b>	<p><b>DEBENTURES AND BONDS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14</li> </ul>
<b>F09</b>	<p><b>EMPLOYEE AND COUNCIL EXPENSES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Attendance - see H01</li> <li>• Honoraria and fees to Council – see F16</li> </ul>
<b>F10</b>	<p><b>FINANCIAL STATEMENTS</b></p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• all working notes, calculations and background documentation, see F26</li> </ul>

<b>F11</b>	<b>GRANTS AND LOANS</b>  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.
<b>F12</b>	<b>INVESTMENTS</b>  Includes records regarding the municipality's investments, term deposits, and promissory notes.
<b>F13</b>	<b>JOURNAL VOUCHERS</b>  Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.
<b>F14</b>	<b>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b>  Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Documents and vouchers used to support entries - see relevant subject in this Primary.</li> </ul>
<b>F15</b>	<b>GENERAL LEDGERS AND JOURNALS</b>  Includes all records in the Books of Original Entry.
<b>F16</b>	<b>PAYROLL</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14</li> <li>• Non-payroll related government and statistical reporting – see F27</li> </ul>

<b>F17</b>	<p><b>PURCHASE ORDERS AND REQUISITIONS</b></p> <p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Quotations and Tenders - see F18</li> </ul>
<b>F18</b>	<p><b>QUOTATIONS AND TENDERS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• successful quotations and tenders - see Contracts and Agreements, L04</li> </ul>
<b>F19</b>	<p><b>RECEIPTS</b></p> <p>Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p>
<b>F20</b>	<p><b>RESERVE FUNDS</b></p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>
<b>F21</b>	<p><b>REVENUES</b></p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable - see F02</li> <li>• Tax Rolls - see F22</li> </ul>

<b>F22</b>	<p><b>TAX ROLLS AND RECORDS</b></p> <p>Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable - see F02</li> <li>• Mortgage Companies - see F02</li> <li>• Correspondence related to tax issues that are not of a long term importance - see F02</li> </ul>
<b>F23</b>	<p><b>WRITE-OFFS</b></p> <p>Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable - see F02</li> </ul>
<b>F24</b>	<p><b>TRUST FUNDS</b></p> <p>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.</p>
<b>F25</b>	<p><b>SECURITY DEPOSITS</b></p> <p>Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).</p>
<b>F26</b>	<p><b>WORKING PAPERS – FINANCIAL</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Financial Statements - see F10</li> </ul>

**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.

**Excludes:**

- Performance management & quality assurance – see A25

## HUMAN RESOURCES – H

<b>H01</b>	<p><b>ATTENDANCE AND SCHEDULING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Individual Time Sheets - see F16</li> <li>• Vacation Time and Pay – see F16</li> </ul>
<b>H02</b>	<p><b>BENEFITS PROGRAM</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Payroll - see F16</li> <li>• Individual Pension and Benefit records – see H10</li> </ul>
<b>H03</b>	<p><b>EMPLOYEE RECORDS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Grievances – see H14</li> <li>• Harassment – see H15</li> <li>• Health &amp; Safety Training - see H04</li> </ul>

<b>H04</b>	<p><b>HEALTH AND SAFETY</b></p> <p>Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety &amp; Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health &amp; Safety Committee meeting minutes.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accidents of the Public - see P05</li> <li>• Lost-time reports and claims – see H13</li> </ul>
<b>H05</b>	<p><b>HUMAN RESOURCE PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee Records - see H03</li> </ul>
<b>H06</b>	<p><b>JOB DESCRIPTIONS</b></p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>
<b>H07</b>	<p><b>LABOUR RELATIONS</b></p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Collective Agreement – see L04</li> </ul>
<b>H08</b>	<p><b>ORGANIZATION DESIGN</b></p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Job Descriptions - see H06</li> </ul>



<b>H09</b>	<p><b>SALARY PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee Records - see H03</li> </ul>
<b>H10</b>	<p><b>PENSION AND BENEFITS RECORDS</b></p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Deductions for pensions – see F16</li> <li>• General information on pension plans - H02</li> <li>• Payments made to OMERS - F01</li> </ul>
<b>H11</b>	<p><b>RECRUITMENT</b></p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Successful applications – see H03</li> </ul>
<b>H12</b>	<p><b>TRAINING AND DEVELOPMENT</b></p> <p>Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Individual Employee Training Records - see H03</li> </ul>
<b>H13</b>	<p><b>CLAIMS</b></p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Non lost-time incidents or accidents - See H04</li> <li>• Self-insured STD – See H04</li> </ul>

<b>H14</b>	<p><b>GRIEVANCES</b></p> <p>Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Harassment &amp; Violence – see H15</li> </ul>
<b>H15</b>	<p><b>HARASSMENT AND VIOLENCE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Grievances – see H14</li> <li>• Abuse investigation records not involving staff – P08</li> </ul>
<b>H16</b>	<p><b>CRIMINAL BACKGROUND CHECKS</b></p> <p>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.</p>
<b>H17</b>	<p><b>EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS</b></p> <p>Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.</p>
<b>H18</b>	<p><b>EMPLOYEE MEDICAL RECORDS</b></p> <p>Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.</p>
<b>H19</b>	<p><b>DISABILITY MANAGEMENT</b></p> <p>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.</p>

<b>H20</b>	<b>CONFINED SPACES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Health &amp; Safety – see H03</li><li>• Staff training – see H12</li></ul>
<b>H21</b>	<b>EMPLOYEE RECOGNITION</b>  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.
<b>H22</b>	<b>EMPLOYEE CERTIFICATIONS</b>  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.

## JUSTICE – J

<b>J01</b>	<b>CERTIFICATES OF OFFENCE (PART I)</b> Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1. <b>Excludes:</b> <ul style="list-style-type: none"> <li>Part 1 accident and careless driving matters – see J02</li> </ul>
<b>J02</b>	<b>INFORMATIONS PART III / ACCIDENT AND CARELESS DRIVING PART I</b> 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.
<b>J03</b>	<b>CONTROL LISTS / JUSTICE REPORTS</b> Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.
<b>J04</b>	<b>COURT DOCKETS</b> 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.
<b>J05</b>	<b>TRANSCRIPTS &amp; RECORDS OF COURT PROCEEDINGS</b> Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.
<b>J06</b>	<b>ENFORCEMENTS &amp; SUSPENSIONS</b> 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.
<b>J07</b>	<b>APPEALS &amp; TRANSFERS</b> Includes records of appeals and of transfers to and from other Courts. <b>Excludes:</b> <ul style="list-style-type: none"> <li>Appeals &amp; Hearings (Municipal) – L01</li> </ul>

<b>J08</b>	<b>STATISTICS/PAYMENT TRACKING</b> Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.
<b>J09</b>	<b>DISCLOSURE</b> Includes information requested by individuals in preparation for court cases.
<b>J10</b>	<b>CERTIFICATES OF CONVICTION (PART 2)</b> Includes Court and POA records including Part 2 - Certificates of Conviction.

## LEGAL AFFAIRS – L

<b>L01</b>	<p><b>APPEALS AND HEARINGS</b></p> <p>Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Litigation - see Claims - L02-L03</li> <li>• Harassment &amp; Violence – see H15</li> </ul>
<b>L02</b>	<p><b>CLAIMS AGAINST THE MUNICIPALITY</b></p> <p>Includes all litigation and insurance claims made by other parties against the municipality.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Appeals and Hearings - see L01</li> </ul>
<b>L03</b>	<p><b>CLAIMS BY THE MUNICIPALITY</b></p> <p>Includes all litigation and insurance claims made against other parties by the municipality.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Appeals and Hearings - see L01</li> </ul>
<b>L04</b>	<p><b>CONTRACTS AND AGREEMENTS - UNDER BY-LAW</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Office Equipment Maintenance Agreements - see L14</li> <li>• Contracts regarding Land - see L07</li> <li>• Insurance Policies - see L06</li> <li>• Line fence agreements – see P01</li> </ul>

<b>L05</b>	<b>INSURANCE APPRAISALS</b> Includes appraisals of municipal property for insurance purposes.
<b>L06</b>	<b>INSURANCE POLICIES</b> Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Employee Group Insurance - see H02</li> <li>• Third Party Contracts - see L04</li> <li>• Insurance Claims – see L03</li> </ul>
<b>L07</b>	<b>LAND ACQUISITION AND SALE</b> 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. <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Tax sales – see F22</li> </ul>
<b>L08</b>	<b>OPINIONS AND BRIEFS</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.
<b>L09</b>	<b>PRECEDENTS</b> Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.
<b>L10</b>	<b>FEDERAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.
<b>L11</b>	<b>PROVINCIAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.

<b>L12</b>	<p><b>VITAL STATISTICS</b></p> <p>Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Population Statistics - see Demographic Studies - D01</li> </ul>
<b>L13</b>	<p><b>PROSECUTIONS</b></p> <p>Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• By-Law Enforcement - see P01</li> <li>• Appeals and Hearings - see L01</li> </ul>
<b>L14</b>	<p><b>CONTRACTS AND AGREEMENTS - SIMPLE</b></p> <p>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)</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Contracts and Agreements Under By-Law – L04</li> <li>• Line Fences agreements – see P01</li> </ul>



## MEDIA AND PUBLIC RELATIONS – M

<b>M01</b>	<p><b>ADVERTISING</b></p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• News Releases - see M06</li> <li>• Recruitment - see H11</li> <li>• Elections - see C07</li> </ul>
<b>M02</b>	<p><b>CEREMONIES AND EVENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• permit to hold event – see P11</li> </ul>
<b>M03</b>	<p><b>CHARITABLE CAMPAIGNS/FUND RAISING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Receipts - see F19</li> </ul>
<b>M04</b>	<p><b>COMPLAINTS, COMMENDATIONS AND INQUIRIES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accessibility of Records (Freedom of Information) requests - see A17</li> <li>• Grievances or harassment/violence complaints by or against employees – see H14, H15</li> <li>• Employee recognition – see H21</li> </ul>

<b>M05</b>	<p><b>NEWS CLIPPINGS</b></p> <p>Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Clippings used as reference material - see relevant subject.</li> </ul>
<b>M06</b>	<p><b>NEWS RELEASES</b></p> <p>Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.</p>
<b>M07</b>	<p><b>PUBLICATIONS</b></p> <p>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.</p>
<b>M08</b>	<p><b>SPEECHES AND PRESENTATIONS</b></p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Media coverage of speeches/presentations - see M05</li> <li>• News Releases - see M06</li> </ul>
<b>M09</b>	<p><b>VISUAL IDENTITY AND INSIGNIA</b></p> <p>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.</p>
<b>M10</b>	<p><b>WEBSITE AND SOCIAL MEDIA CONTENT</b></p> <p>Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook &amp; Twitter.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Published website content – see M07</li> </ul>

<b>M11</b>	<b>PUBLIC RELATIONS AND PUBLIC AWARENESS</b>  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.
<b>M12</b>	<b>INTELLECTUAL PROPERTY</b>  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.

## PROTECTION AND ENFORCEMENT SERVICES – P

<b>P01</b>	<p><b>BY-LAW ENFORCEMENT</b></p> <p>Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Fire Inspections - see P07</li> <li>• Investigations – see P08</li> <li>• Environmental Monitoring - Industrial/Commercial - see E05</li> <li>• Prosecutions - see L13</li> <li>• Animal Control Enforcement - see P14</li> <li>• Lottery license Enforcement - see P09</li> </ul>
<b>P02</b>	<p><b>DAILY OCCURRENCE LOGS</b></p> <p>Includes daily occurrences logs maintained by the Chief Building Official.</p>
<b>P03</b>	<p><b>EMERGENCY PLANNING AND RESPONSE</b></p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.</p>
<b>P04</b>	<p><b>HAZARDOUS MATERIALS</b></p> <p>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</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Staff Safety Training - see H04</li> <li>• Personal exposure - see H17</li> <li>• Manifests - see E07</li> </ul>

<b>P05</b>	<p><b>INCIDENT/ACCIDENT REPORTS</b></p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Security - see A18</li> <li>• Accidents of Municipal Staff - see H04</li> <li>• Compensation claims and vehicle accidents - see L02 or L03</li> <li>• Long Term Care Home medication incidents – see S18</li> <li>• Private Child Care Centre incidents – see S14</li> <li>• Municipal Child Care Centre incidents – see S10</li> </ul>
<b>P06</b>	<p><b>BUILDING AND STRUCTURAL INSPECTIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• By-Law Enforcement – see P01</li> </ul>
<b>P07</b>	<p><b>HEALTH AND FIRE SAFETY INSPECTIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Internal Health &amp; Safety Inspections – see H04</li> <li>• Routine building and structural inspections – see P06</li> </ul>
<b>P08</b>	<p><b>INVESTIGATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• By-law Enforcement – see P01</li> <li>• Harassment &amp; Violence staff investigations – see H15</li> </ul>

<b>P09</b>	<p><b>LICENCES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Marriage Licences – see L12</li> </ul>
<b>P10</b>	<p><b>BUILDING PERMITS</b></p> <p>Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• All other permits – see P11</li> </ul>
<b>P11</b>	<p><b>PERMITS – OTHER</b></p> <p>Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Building Permits – see P10</li> <li>• Encroachment Permits – see D16</li> <li>• Burial Permits – see S09</li> <li>• Road and lane opening/closings – see T09</li> </ul>
<b>P12</b>	<p><b>WARRANTS</b></p> <p>Includes all warrants issued for By-Law enforcement purposes.</p>
<b>P13</b>	<p><b>CRIMINAL RECORDS</b></p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Staff Police Background Checks – see H16</li> <li>• Investigations – see P08</li> <li>• Prosecutions – see L13</li> </ul>

<b>P14</b>	<b>ANIMAL CONTROL</b>  Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distraised animals and pound animal records.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Dog Licenses – see P09</li> </ul>
<b>P15</b>	<b>COMMUNITY PROTECTION PROGRAMS</b>  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.
<b>P16</b>	<b>EMERGENCY SERVICES</b>  Includes records regarding police, land ambulance, fire and rescue services
<b>P17</b>	<b>EMS AND FIRE SIGNIFICANT INCIDENT AND IMPACT REPORTS</b>  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.
<b>P18</b>	<b>EMS AND FIRE ACCIDENT RESPONSE REPORTS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Investigations – see P08</li> </ul>
<b>P19</b>	<b>EMS AND FIRE STATISTICS</b>  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

<b>P20</b>	<b>PROHIBITIONS &amp; NOTICES</b>  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.
<b>P21</b>	<b>FACILITIES ROUTINE WATER USE, MONITORING AND TESTING</b>  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.



## RECREATION AND CULTURE – R

<b>R01</b>	<b>HERITAGE PRESERVATION</b>  Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Historical Designation By-Laws - see C01</li><li>• Natural heritage preservation – see E18</li></ul>
<b>R02</b>	<b>LIBRARY SERVICES</b>  Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.
<b>R03</b>	<b>MUSEUM AND ARCHIVAL SERVICES</b>  Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Record Centre Operations - see A10</li></ul>
<b>R04</b>	<b>PARKS MANAGEMENT</b>  Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Building and Property Maintenance – see A20</li></ul>
<b>R06</b>	<b>RECREATIONAL PROGRAMMING</b>  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.

## SOCIAL AND HEALTH CARE SERVICES – S

<b>S01</b>	<p><b>CHILDREN’S DAY CARE AND DAY NURSERY SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Children’s services not related to day care and nursery schools – see S07</li> <li>• Day care and nursery school enrolment records – see S10</li> <li>• Home day care program clients – see S15</li> <li>• Medical client records - see S06</li> <li>• Day care and day nursery facility operation records – see applicable category</li> <li>• Water, Plumbing and flushing records – see P21</li> <li>• Fire drill records – see H04</li> </ul>
<b>S02</b>	<p><b>ELDERLY AND SUPPORTIVE ASSISTANCE SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Long Term Care Facility Residents - see S03</li> <li>• Long Term Care Operations – see S18</li> <li>• Disability Support Clients– see S11</li> </ul>

<b>S03</b>	<p><b>LONG TERM CARE FACILITY CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• General program information - see S02</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>
<b>S04</b>	<p><b>COMMUNITY AND SOCIAL ASSISTANCE SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Ontario Works Case Records – see S05</li> <li>• Social Housing Programs – see S12</li> <li>• Housing and Homelessness research and initiatives – see S12</li> <li>• Social and health care planning and management – see S18</li> <li>• Programs for the elderly and persons with disabilities – see S02</li> </ul>
<b>S05</b>	<p><b>ONTARIO WORKS CLIENTS</b></p> <p>Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• General program information – see S04</li> </ul>
<b>S06</b>	<p><b>MEDICAL CASE CLIENTS</b></p> <p>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.</p>

<b>S07</b>	<p><b>CHILDREN’S SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Medical client case records – see S06</li> <li>• Day care and day nursery programs – see S01</li> </ul>
<b>S08</b>	<p><b>PUBLIC HEALTH</b></p> <p>Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Medical Client case files – see S06</li> </ul>
<b>S09</b>	<p><b>CEMETERY INTERMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Building and Property Maintenance - see A20</li> <li>• Promotional materials – see M07</li> <li>• Price lists and cemetery operation – see S20</li> </ul>
<b>S10</b>	<p><b>DAY CARE AND DAY NURSERY CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Handicapped children services – see S07</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>

<b>S11</b>	<p><b>DISABILITIES SUPPORT CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Children’s program information – see S07</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>
<b>S12</b>	<p><b>HOUSING SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Resources used to assist potential tenants – see S04</li> </ul>
<b>S13</b>	<p><b>HOUSING TENANT CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>

<b>S14</b>	<b>HOME CHILD CARE PROGRAM ADMINISTRATION</b> <p>Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records &amp; financial reconciliation information.</p>
<b>S15</b>	<b>HOME CHILD CARE PROGRAM CLIENTS</b> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Day care and day nursery clients – see S10</li> </ul>
<b>S16</b>	<b>SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT</b> <p>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.</p>
<b>S17</b>	<b>CLIENT CARE COORDINATION</b> <p>Includes records regarding individual clients and their care coordination planning.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Public health medical client information – see S06</li> </ul>

<b>S18</b>	<p><b>LONG TERM CARE OPERATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• complaints – see MO4</li> <li>• serious occurrence and abuse allegations investigation – see P04</li> <li>• Food preparation &amp; Service monitoring – see S19</li> </ul>
<b>S19</b>	<p><b>FOOD PREPARATION &amp; SERVICE</b></p> <p>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.</p>
<b>S20</b>	<p><b>CEMETERY OPERATIONS</b></p> <p>Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• burial permits, interment records, etc. – see S09</li> </ul>

## TRANSPORTATION SERVICES - T

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<b>T01</b>	<b>ILLUMINATION</b>  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.
<b>T02</b>	<b>PARKING</b>  Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.
<b>T03</b>	<b>PUBLIC TRANSIT OPERATIONS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Accessible transportation application and approval - see S11</li><li>• Driver scheduling – H01</li></ul>
<b>T04</b>	<b>ROAD CONSTRUCTION</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Design and Planning - see T05</li><li>• Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06</li><li>• As-Builts – see A25</li></ul>
<b>T05</b>	<b>ROAD DESIGN AND PLANNING</b>  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.



<b>T06</b>	<p><b>ROAD MAINTENANCE AND SALT USAGE</b></p> <p>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.</p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Non salt usage training records - see H03</li> </ul>
<b>T07</b>	<p><b>SIGNS AND SIGNALS</b></p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Visual Identity Program - see M09</li> <li>• Sign Permits – see P11</li> </ul>
<b>T08</b>	<p><b>TRAFFIC</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Permits for temporary closure – see P11</li> </ul>

<b>T09</b>	<b>ROADS AND LANES OPENINGS/CLOSURES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Temporary road closures - see T08</li><li>• Land Sales - see L07</li><li>• Road Closing By-Laws - see C01</li></ul>
<b>T10</b>	<b>FIELD SURVEY/ROAD SURVEY BOOKS</b>  Includes engineering field survey notes as well as books.
<b>T11</b>	<b>BRIDGES</b>  Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.

## VEHICLES AND EQUIPMENT – V

<b>V01</b>	<b>FLEET MANAGEMENT</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Insurance Policies - see L06</li><li>• Accident Claims - see L02, L03</li><li>• Leases/Contracts - see L14</li></ul>
<b>V02</b>	<b>MOBILE EQUIPMENT</b>  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.
<b>V03</b>	<b>TRANSPORTABLE EQUIPMENT</b>  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.
<b>V04</b>	<b>PROTECTIVE EQUIPMENT</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Uniforms and Clothing - see A14</li></ul>

**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.

**Excludes:**

- Gasoline storage tanks – see E24
- Mechanical & operational systems integral to building structure – see A26
- Private/small water systems – see E22



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-128

**Memorandum to Council**

**Subject:** Frivolous and Vexatious Policy

**Agenda Date:** October 8, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to prepare a policy to govern the handling of frivolous and vexatious complaints.

**INFORMATION**

While not to be confused with the majority of requests received either through the office or through requests made under the Municipal Freedom of Information, many municipalities have found that by adopting a policy that governs the handling of frivolous and vexatious complaints works to reduce the amount of Staff time consumed in responding to these.

As well, this policy would establish a foundation of what frivolous and vexatious is defined as which will provide guidance as Staff are completing recommendations for Freedom of Information requests for Council's consideration.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-129

**Memorandum to Council**

<b>Subject:</b>	Sharps Policy
<b>Agenda Date:</b>	<b>October 8, 2020</b>
<b>Attachments:</b>	Draft Sharps Policy

**RECOMMENDATION**

BE IT RESOLVED THAT Council directs Staff to ensure that handling sharps is included in the Health and Safety Manual;

AND FURTHER THAT the 'sharps' policy be deferred until there is more evidence of need.

**INFORMATION**

Attached is a draft Sharps Policy. The creation of this policy stems from a notice of motion after a needle was discovered in a public area.

Depending on Council direction, we can adopt the policy so it is ready for implementation when it becomes a regular occurrence. Other municipalities have found that the number of sharps discovered increases significantly when there are restroom facilities that are open either for extended periods or 24/7. This is not presently the case in the Municipality of Temagami.

We can include a quick review of what to do when you discover a sharp from a health and safety perspective although part of the policy that deal with disposal containers would become effective once there are facilities noted above established.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



MUNICIPALITY OF TEMAGAMI POLICY MANUAL  
SECTION: PUBLIC WORKS  
POLICY TITLE: **SAFE HANDLING OF SHARPS & NEEDLE STICKS**  
SCHEDULE A TO BY-LAW:  
POLICY NO:

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## **POLICY**

The Municipality of Temagami is committed to the health, safety and well-being of our employees and the citizens that it serves. This policy and procedure outlines the prevention measures and the actions necessary in the event of such an injury to ensure the proper management of injuries.

## **SCOPE**

This policy applies to all staff, students and contractors. All needles, sharps and body fluids will be treated as being potentially contaminated and the procedures documented in this document will be followed thoroughly on each occasion.

Services and areas where the risk of needle stick injury may arise include the following:

- Public washrooms
- Garbage cans/bags
- Parks
- Parking lots
- Sewers
- Waste management services/recycling

The above list is not exhaustive

## **DEFINITIONS**

**Needle Stick Injury** – a penetrating stab wound from a needle or other sharp object that may result in exposure to blood or other bodily fluids.

**Sharps** - objects including but not limited to needles, syringes, razor blades, broken glass, and other items that could cause a puncture, cut or abrasion injury if not handled in a safe manner.

**Blood–Borne Viruses** - are able to spread in the blood. Several types of hepatitis are caused by blood borne viruses: Hepatitis B, Hepatitis C and also HIV. This means that you can become exposed to these viruses (and the infections they cause) if you come into direct contact with blood that is infected with one of these viruses.

**Sharps Disposal Container**- sharps should be collected in an approved yellow sharps container (1.4L or 4.5L). Other yellow sharps containers that are leak-proof, puncture-resistant and labeled with a universal biohazard symbol may be accepted.

## **RESPONSIBILITIES**

- The supervisor is responsible for ensuring workers are familiar with the hazards associated with sharps and sharp objects and the proper disposal procedures. The supervisor is responsible for issuing the proper personal protective equipment to the worker to provide protection when exposed to sharp objects including needles. The supervisor will also provide training to the worker on the procedures for the correct handling and disposal of sharp objects. The supervisor will ensure all incidents are investigated and reported. The supervisor will also ensure that this policy is adhered to.
- The worker is responsible to use the required personal protective equipment or clothing as assigned in accordance with this procedure. The worker is also responsible to follow the safe work procedures as outlined below for the handling and safe disposal of sharp objects including sharps (needles). The worker must report to their supervisor all Sharps and Needle Stick Injuries incidents regarding sharps and needle stick injuries. The worker should contact their supervisor if not comfortable handling or picking up discarded needles or sharps.

## **HAZARDS**

The presence of used needles, drug paraphernalia and needle kits can be found in Municipal parks, washrooms, waste containers and catch basins/manholes. The presence of used needles, drug paraphernalia and needle kits can carry disease or viruses that could be dangerous to the health of employees and the public who come into contact with them. Hypodermic needles, syringes and condoms, for example, can carry small amounts of bodily substances that could be contaminated with viruses such as HIV or hepatitis B and C. Viruses can enter the body of a person through the skin (especially if it is broken or if they have an abrasion or rash), or through the eyes, mouth or mucus membranes. Viruses can also enter the body by being poked or stuck by a needle (sharps). The word “sharps” is most often used to refer to needles and syringes, but sharps can also mean other sharp instruments such as razor blades and knives. Workers need to know how to protect themselves against contact with these sharp objects which may have been improperly discarded in the garbage. Also, workers need to be aware that there is the possibility that “drug residue or substances” could be present.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) may include disposable gloves (latex, nitrile), thick-soled footwear, steel toe boots and safety goggles. Other equipment may include tongs/litter picker, sharps container and bleach solution (one part bleach to ten parts water).

## **PROCEDURES**

Procedures all employees should know:

- Always wear gloves when cleaning washrooms and taking out the garbage.
- Never put your hands into places you can't see.
- Be especially careful around garbage and handle it as little as possible.
- Be alert. Watch for sharp objects sticking out of the bag. Listen for broken glass when you move the bag.
- Don't compress garbage or reach into garbage containers.



- Use puncture-resistant, liquid-resistant gloves or specially designed tools to pick up overflowing garbage, condoms or sharps.
- Don't let garbage bags get too full. Leave enough free space at the top so that when you grab it, you only grab the top of the bag, not the stuff inside. Lighter bags are also easier to carry away from your body.
- Don't use your hand to hold or support the bottom of the bag.
- Monitor sharps collection disposal containers in public washrooms and replace as needed. Ensure containers are disposed of when the bucket is  $\frac{3}{4}$  full.

#### Sharps Disposal

If a needle/syringe or other medical sharp is found on municipal property the following procedure must be followed.

- Assess the situation and decide what PPE and other equipment will be required.
- Send someone to retrieve the sharps container, tongs, disposable gloves and any other equipment that may be required from the office. Alternately, if you have a radio or cell phone you could contact the office and request they be sent to you.
- Place sharps container on the ground next to the sharp to be collected. Do not hold the container in your hand.
- Use the tongs pick up the sharp and place it in the container (sharp end first).
- After transfer to the sharps container ensure the lid is securely closed.
- Clean tongs using approved disinfecting solution.
- Return container, tongs and any other equipment to the office.
- Safely remove your disposable gloves using the inside-out method: start at the bottom of your hand palm roll them up from the inside so the outside glove is not exposed and place both in the garbage.
- Wash hands with Antimicrobial Hand Rinse.
- Document the incident (Safe Handling of Sharps & Needle Sticks Incident Report).

#### Spillages of Blood/body Fluid

- Restrict access to the area until clean-up and disinfection is complete.
- Wear disposable gloves to protect your hands.
- Use additional PPE, as needed.

- Clean the affected area thoroughly with an appropriate disinfecting solution, i.e. ten parts water to one part bleach.
- After cleaning, promptly disinfect mops and any other cleaning equipment, otherwise you may contaminate other areas.
- Put all contaminated waste in a Yellow Bag for disposal as clinical waste.
- Document the incident (Safe Handling of Sharps & Needle Sticks Incident Report).

### **NEED STICK INJURIES / EXPOSURE**

If you experienced a needle stick or sharps injury or were exposed to blood or other body fluid during the course of your work, **immediately follow these steps:**

- Remain calm;
- Allow wound to bleed freely, then wash it with soap and water;
- If possible notify supervisor or designate of injury;
- Complete employee incident/first aid report;
- Seek medical assistance;
- Post Exposure Follow-up is to be undertaken by the employee's family physician.

### **RESPONSIBILITIES AND ACCOUNTABILITIES**

Every staff person handling sharps is responsible and accountable for disposing of them in an appropriate and safe manner that minimizes risks to themselves, and others.

All policies, procedures, and protective measures regarding the safe use, handling, and disposal of sharps must be adhered to at all times.

Where sharps such as needles are used, it is the responsibility of the staff to ensure that filled sharp containers are properly sealed, secured, not accessible to the general public, and not adjacent to supply storage areas or areas used for food preparation or consumption and clearly marked with the universal bio hazard symbol.

Final disposal can only be carried out by an accredited waste management company.



**The Corporation of the  
Municipality of Temagami  
Safe Handling of Sharps & Needle Sticks  
Incident Report**

<b>Date of Incident:</b>		<b>Time of Incident:</b>
<b>Location of Incident:</b>		
<b>Reported By:</b>		
<b>Type of Sharps:</b>		
<b>Description:</b>		
<b>Actions Taken:</b>		
<b>PPE Used:</b>		
<b>Employee Signature:</b>		<b>Date:</b>
<b>Supervisor Signature:</b>		<b>Date:</b>



## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-130

### Memorandum to Council

**Subject:** Access Point Next Step

**Agenda Date:** October 8, 2020

**Attachments:**

#### **RECOMMENDATION**

BE IT RESOLVED THAT Council direct the MOU Committee and Staff to work with Temagami First Nation to engage legal counsel for the purpose of assisting in the formation of the appropriate entity to jointly manage the Lake Temagami Access Point Parking.

#### **INFORMATION**

Following the recent MOU Meeting, we received the following communication from Robin Koistinen, Manager of Lands and Resources for Temagami First Nation

Greetings:

It was earlier suggesting that both gov'ts put \$5,000 into a kitty for a total of \$10,000, hire a lawyer to advise us how we want to set this up. That's why drafting the bylaws and the intentions, and the governance... was important in other words it would be a "term sheet" for a lawyer to set up for us, with all the ins and outs...from both a FNs and Municipal perspective.

We know what we want its up to a lawyer to put it into a legal entity that works... We are not lawyers, we need a lawyer, who is versed in both the Indian Act and the Municipal Act. Eventually, we may need to get our own lawyers, but at least for now, let's get one who will understand what we want to do and assist us in setting it up, when they think we each need our own lawyer for whatever purpose they will tell us.

When we have the "entity" established, it would then be a good opportunity to go to MNRF. When we go to MNRF, I think it would be important that this be a not for profit entity, therefore, they would discount the price of the property. It really is their mess we are cleaning up, they created all these lots out here with no proper parking... it's one thing when the lake was serviced by boatlines and everyone parked in Town..., but times have changed. So with that messaging they are supportive in doing their part to transfer the property as cheaply as possible to an agreed to entity by both TFN and Town.

The longer we do research the longer this takes. Let's agree that both Councils will:

1. Review the documents that the Technicians prepared (Craig, Sabrina, Robin and Mike) – make sure parties agree.
2. Select a mutual lawyer.
3. Once agreed to send the draft documents to a lawyer, after his/her advice create the not for profit corporation, which may mean the Town needs their own corporation and perhaps TFN needs their own, to be partners in one corporation, but let the lawyer advise us, a corporation costs \$1,500 to set up.
4. Set up the joint "Entity".
5. Go to OMNRF, get the property.

Really, this can be simple, but we are making it harder than it needs to be.

In the spirit of moving this forward, respectfully.

Robin Koistinen  
Lands & Resources Director

This seems to be an appropriate next step to get some resolution in this area.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-131

**Memorandum to Council**

**Subject:** Temagami Forest Management Corporation

**Agenda Date:** October 8, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council provide direction to Staff on how to proceed with nominating a representative to the Temagami Forest Management Corporation's Board of Directors.

**INFORMATION**

At our last meeting, Council received a presentation from John Kenrick providing an update on the work that is being completed by the Task Force attempting to establish the Temagami Forest Management Corporation. From this presentation it was noted that the Municipality of Temagami is able to nominate one individual who we believe would be well suited for this position through experience and education. Mr. Kenrick has been involved with this process for the past 7 years and has expressed his desire to be that nominee.

Council can nominate Mr. Kenrick or, alternatively, Council does have the option of reaching out with the set of skill we are looking for and ask for more names to be considered.

Previously, Mr. Kenrick's information has been circulated so Council had this while directing Staff how you would like to proceed.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-132

**Memorandum to Council**

<b>Subject:</b>	Correspondence from Ratepayer
<b>Agenda Date:</b>	<b>October 8, 2020</b>
<b>Attachments:</b>	Letter from Mr. Black, 41 Goward

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the letter from ratepayer;

AND FURTHER THAT Council directs Staff to coordinate any disturbance in the road for this project and offer \$3,000 towards the cost.

**INFORMATION**

Attached is a letter received from Mr. Black regarding a failed heat trace on his water line.

By way of history, when water and wastewater services were extended to this area of Temagami North, initially the then owner of 41 Goward declined these services as they had an adequate well and septic. As such, when the services were installed, the initial installation stopped at 32 Goward.

Later, the owner reported that the well was in poor condition and services were extended at that time. Construction was not to extend the water main but rather to provide a service line from 32 Goward, where the main stopped, to 41 Goward. As is par for the course in our municipality, bedrock was encountered relatively close to the surface and, as such, the lines are only a couple feet deep. To counter the effects of frost, a heat tracer as well as a circulating pump was installed.

There are a few other properties in the Municipality that have a very long heat trace line which we believe is the responsibility of the homeowner. This seems to have been handled on a case by case basis by this and previous Councils. This term, the one exception was on a very crowded street in Temagami South where Council did reinstall a heat trace with a cost of under \$2,000. In this case, we asked for an estimate to reinstall a heat trace and were told that the previous line was 'stuck' and to replace would require excavation. This would also require road repairs. As such, the estimated cost of replacing the heat trace is \$13,000.

Continuing with the premise that the landowner is responsible for the lines from the curb stop to their service location, this cost should be at the homeowner's expense. For areas where it crosses the road, we could contribute, say \$3,000 for excavation and repair of the road after the heat trace issue has been resolved.

As always, Council is free to accept the recommendation, reject, or come up with their own. From a budget perspective, we do not have funds in our water budget for this project. As such, it would either be added to next year's water rates or from a discretionary reserve when reviewed at the end of the year.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**

James Black  
41 Goward Ave  
Temagami, Ontario  
POH 2H0

September 14, 2020

Municipality of Temagami  
Letter to Mayor and Council

Property Owner: James Black  
Address: 41 Goward Ave, Temagami, Ontario  
  
Subject: Domestic water supply line servicing 41 Goward  
  
Note: Failed Heat-trace

Please be informed that I am requesting information on procedure, as well as financial assistance to replace the existing waterline and heat-trace in its entirety from curb stop to 41 Goward.

Reason for request;

The above-mentioned waterline and heat-trace are approximately 300 feet long and cross several properties which are not owned by me and believed to be owned by the Municipality of Temagami (these properties are not serviced).


I understand that the property owner is responsible for their own waterline up the curb stop, which is normally located on the property line of the residence being served.

My situation appears to be significantly out of the norm and would appreciate the opportunity to discuss it in person at your earliest convenience.

Thank you



James Black

RECEIVED  
SEPT 14, 2020  






## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-133

### Memorandum to Council

☒ **Staff**  
☐ **Committee**

**Subject:** Statutory Public Meeting for Zoning By-law Amendment – ZBA-20-01 – Hull  
Subject Property: 2 Sunset Crescent

**Agenda Date:** October 8, 2020

**Attachments:** ZBA-20-01 Application, Sketch and By-Law No. 14-1177

### **RECOMMENDATION**

This memorandum is to recommend that Council consider the following motion:

BE IT RESOLVED THAT Council receive Memo 2020-M-133 regarding Statutory Public Meeting for Zoning By-law Amendment – ZBA-20-01- Hull, for the subject property located at 2 Sunset Crescent;

AND FURTHER THAT Council acknowledges receipt of Zoning By-Law Amendment – ZBA-20-01 - Hull, and deems the application complete;

AND FURTHER THAT Council set the date and time for the Statutory Public Meeting for Zoning By-Law Amendment - ZBA-20-01 - Hull. The first available date for the Statutory Public Meeting can be held on the same day as the regular Council meeting on Thursday, October 29, 2020 at 6:00 p.m.

AND FURTHER THAT a secondary date of November 19, 2020 at 6:00 p.m. be scheduled if the Statutory Public Meeting is unable to be held on October 29, 2020.

### **INFORMATION**

The Municipality has received an application to amend the Comprehensive Zoning Bylaw 06-650 for the subject property located at 2 Sunset Crescent. The purpose of the amendment is to rezone the subject property from the Medium Density Residential Exception One (RM-1) Zone to a site specific Urban Commercial Exception (UC) Zone to permit the proposed commercial use in one of the units, and to recognize the existing residential use in the other two units. A commercial use is not permitted within the RM-1 Zone.

To meet the *Planning Act* and advertising requirements, the Statutory Public Meeting is recommended to be held on October 29, 2020, which is the same day as the regular Council meeting. An alternative date of November 19, 2020 is recommended if required.

### **COMPLETE APPLICATION**

In accordance with the *Planning Act*, a Zoning By-law Amendment must be deemed as a complete application. MHBC Planning have reviewed the Zoning By-law Amendment application and have recommended that the application be deemed complete and that the Statutory Public Meeting be scheduled. The Planning Consultants has reviewed the Zoning By-law amendment application and have confirmed it is complete. Under the *Planning Act*, a notice of Statutory Public Meeting must be circulated to the prescribed persons at least 20 days prior to the meeting. The application is required to be deemed complete as per Section 34 (10.4) of the *Planning Act*:

*Within 30 days after the person or public body that makes the application for an amendment to a by-law pays any fee under section 69, the council shall notify the person or public body that the information and material required under subsections (10.1) and (10.2), if any, have been provided, or that they have not been provided, as the case may be. 2006, c. 23, s. 15(4).*

## **PUBLIC MEETING**

Setting a date for the Statutory Public Meeting is at Council's discretion. The Statutory Public Meeting could be held at the earliest on the date of the regular Council meeting scheduled for October 29, 2020 at 6:00 p.m. An alternative date is recommended for November 19, 2020 at 6:00 p.m. if required, which is the date of a subsequent regular Council meeting.

The Statutory Public Meeting will provide an opportunity for Council to obtain the comments from the public and public agencies. The public can also submit comments in writing before the meeting, to be included in the meeting package or read out at the meeting. A subsequent staff report, incorporating comments received prior to or at the Statutory Public Meeting will be prepared to address the comments, if required.

## **PLANNING ADVISORY COMMITTEE (PAC) REVIEW**

If Council deems it desirable to have the Planning Advisory Committee (PAC) review and submit comments, prior to the Statutory Public Meeting, Council can direct the PAC to hold a meeting. In By-Law No. 14-1198 Adopted Terms of Reference for Standing Advisory Committees, PAC can review the Zoning By-law Amendment prior to the Statutory Public Meeting on the matter and submit Committee comments to Council in the form of a resolution as part of the public record and for consideration at the Statutory Public Meeting. These comments would be included in the Planning Consultant's Report to Council, and such resolutions shall also be included as Appendixes to the Report.

Council will have the option of considering the proposed By-law Amendment at the October 29, 2020 meeting if no comments are provided. If a subsequent report is required to address comments from the Statutory Public Meeting, a recommendation report can be prepared for the November 19, 2020 meeting.

Context Map:



- Subject land is highlighted

**Prepared and Submitted by:**

**Reviewed by:**

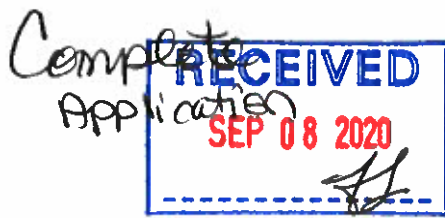
**Reviewed and Accepted for  
Council Consideration by:**

---

Tammy Lepage,  
Planning Clerk

Jamie Robinson, &  
Patrick Townes, MHBC

Suzie Fournier,  
Municipal Clerk



Received July 8, 20

**The Corporation of the Municipality of  
Temagami**



**Application to Amend the Official Plan**  
**Application to Amend the Zoning By-law**

☐  
☒

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 198/96 and 199/96 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan, and any additional information or studies that may be necessary to assess the

proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets. Three copies of the completed application accompanied by the fee, in the form of a cheque, are required upon submission of the application.

**Please Print and Complete or (✓) Appropriate Box(es)**

<b>SECTION 1 APPLICANT INFORMATION</b>			
1.1 Name of Owner(s). An owner's authorisation is required in Section 11.1, if the applicant is not the owner.			
Name of Owner(s) <u>Dwayne Hull</u>		Home Telephone No. [REDACTED]	
Business Telephone No.	Fax No.	Email Address [REDACTED]	
Address [REDACTED]		Postal Code [REDACTED]	
1.2 Agent/Applicant: Name of the person who is to be contacted about this application, if different than the owner. (This may be a person or a firm acting on behalf of the owner)			
Name of Owner(s)		Home Telephone No.	
Business Telephone No.	Fax No.	Email Address	
Address		Postal Code	
1.3 Communications to be between the Municipality and owner <u>Dwayne Hull</u> Applicant/Agent			
all			
<b>2. LOCATION OF THE SUBJECT LAND (Complete applicable boxes in 2.1)</b>			
2.1 Address <u>2 Sunset Crescent</u>			
District <u>Nipissing</u>	Township <u>Strathroy</u>	Former Municipality <u>Temagami</u>	Section or Mining Loc. No.
Concession Number (s)	Lot Number (s) <u>56</u>	Registered Plan No. <u>M 66</u>	Lot (s) Block(s)
Reference Plan No.	Part Number(s)	Parcel Number <u>14037</u>	Island Number. <del>14037</del>
2.2 Are there any easements or restrictive covenants affecting the subject land?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe the easement or covenant and its effect.			
<b>3. NAMES AND ADDRESSES OF ANY MORTGAGES&lt; CHARGES OR OTHER ENCUMBRANCES IN RESPECT TO THE SUBJECT LANDS.</b>			

4. DESCRIPTION OF SUBJECT LAND & SERVICING INFORMATION (Complete each section)				
4.1 Description	Frontage (m)	19 m		
	Depth(m)	52 m		
	Area (ha)	0.988 ha		
4.2 Use of Property	Existing Use(s)	Rental Apt		
	Proposed Use (s)	Retail / Rental Apt		
4.3 Access (check the appropriate space)	Provincial Highway	Hwy 11		
	Municipal road, maintained all year	Sunset Cres.		
	Municipal road, seasonally maintained			
	Other public road (e.g. LRB)			
	Right of way			
	Water access (if so please describe)			
If access to the subject land is by private toad, or if "other public road" or "right of way" was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year				
If access to the subject land is by water describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.				
4.4 Water Supply	Publicly owned and operated piped water system	✓		
	Privately owned and operated individual well			
	Privately owned and operated communal well			
	Lake or other water body			
	other means			
4.5 Sewage Disposal (check the appropriate space)	Publicly owned and operated sanitary sewage system	✓		
	Privately owned and operated individual septic tank			
	Privately owned and operated communal septic system			
	Privy			
	Other means			
4.6 Other services Check if the service is available	Electricity			
	School Bussing			
	Garbage Collection			
5. LAND USE				
5.1 What is the existing Official Plan designation(s), of the subject land? UC				
5.2 What is the existing Zoning? medium Density Residential				
5.3 What is the Proposed Zoning /Official Plan designation? Neighbourhood Commercial				
5.4 Complete the following chart for all <u>existing</u> buildings or structures on the subject land				
	Building No. 1	Building No. 2	Building No. 3	Building No. 4

Type	house			
Height	2 storeys			
Dimensions	7.6m x 13.3m			
Ground Floor Area	101 sq m			
Date Constructed	1985			

5.5 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified.

Use or Feature	On the subject Land	Within 500 meters of subject land, Unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard	/	/
A landfill	/	/
A sewage treatment plant or waste stabilisation plant	/	/
A provincially significant wetland (class 1,2, or 3 wetland)	/	/
A provincially significant wetland within 120 meters of the subject property	/	/
Flood Plain	/	/
A rehabilitated mine site	/	/
A non-operating mine site within 1 kilometre of the subject land	/	/
A active railway line , a municipal/federal airport, utility corridors, Heritage Buildings, structures, sites	/	/

**6. HISTORY OF THE SUBJECT LAND**

6.1 Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment? Zoning change from U.C. to Medium Density Residential unit desired.

☐ No ☒ Yes ☐ Unknown If yes and if known, provide the details and decision of the previous application bylaw 14-1177

6.2 If this application is a re-submission or a previous consent application, describe how it has been changed from the original application see attached

6.3 Provide the date that the subject land was acquired by the owner March 18, 2018

6.4 Provide the length of time that the existing uses of the subject lands have continued (Proof may be required) 2018 - 2020

**7. CURRENT APPLICATION**

7.1 Describe why this amendment is being requested:

Unbeknownst to current owner, Zoning had been changed in 2014. Owner purchased property under impression it was U.C.

7.2 Is the subject land the subject of any other planning approvals application at this time?

☐ Yes ☒ No If yes and if known specify the details and file number of the application (see maps) attached

7.3 Complete the following chart for all **proposed** buildings or structures on the subject lands

	Building No. 1	Building No. 2	Building No. 3	Building No. 4
Type	/	/	/	/
Height	/	/	/	/
Dimensions	/	/	/	/



Ground floor area	/	/	/
Proposed Constructed Date	/	/	/

**8. SKETCH**

The application shall be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land;
- all existing and proposed buildings and structures on the subject land showing the distance of said buildings and structures from front, rear, and side lot lines
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may effect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells septic tanks, steep slopes, and narrow waterbodies:
- the existing uses on adjacent lands
- the location, width and name of any roads within or abutting the subject land: indicating whether it is an unopened road allowance, a public travelled road, a private road, a right of way
- if access to the subject land is by water only,, the location of the parking and boat docking facilities to be used;
- the location and name of any easement affecting the subject land.

**9. OFFICIAL PLAN AMENDMENT**

9.1 Does this application involve an amendment to the Official Plan? ☐ Yes ☒ No if yes complete Section 9, if no skip to Section 10

9.2 What is the purpose of the proposed Official Plan Amendment?

9.3 Does the proposed Official Plan Amendment

Change policy	<input type="checkbox"/> yes <input type="checkbox"/> No	delete policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
replace policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	adds policy	<input type="checkbox"/> Yes <input type="checkbox"/> No

List all policy sections to be amended

9.4 Does the proposed Official Plan amendment change a land use designation within the Official Plan  
☐ Yes ☐ No

9.5 What is the proposed Official Plan designation

**10. AUTHORISATION**

10.1 If the applicant is not the owner of the land that is the subject of this application, the written authorisation of the owner that the applicant is authorised to make the application must be included with this form or the authorisation set out below must be completed.

**AUTHORISATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_ am the owner of the land that is subject of this application and I authorise  
 \_\_\_\_\_ to make this application on my Behalf.

\_\_\_\_\_  
 Date Signature of Owner



**10.2** If the applicant is not the owner of the land that is the subject of this application, complete the authorisation of the owner concerning personal information set out below

**AUTHORISATION OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act,

I authorise \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

**10.3 Consent of Owner**

Complete the consent of the owner concerning personal information set out below

**CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I, Dwayne Hull, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorise and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

**11. AFFIDAVIT OR SWORN DECLARATION**

NOTE: ALL APPLICANTS SHALL ENSURE THAT A "COMPLETE APPLICATION" UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING SECTION II

I, Dwayne Hull of the municipality of Temagami in the Nipissing District make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Sworn (or declared) before me

at the Municipal Office  
in the town of Temagami, On

this 8th day of July 2020

Commissioner of Oaths

Applicant

Suzie Fournier, a Commissioner, etc.,  
Municipality of the  
Municipality of Temagami



## 12. Check List

Applicants check list: **HAVE YOU REMEMBERED TO ATTACH:**

3 copies of the complete application form  
3 copies of the required sketch  
2 copies of any required technical or justification study  
the required fee, cheque payable to the Municipality of Temagami

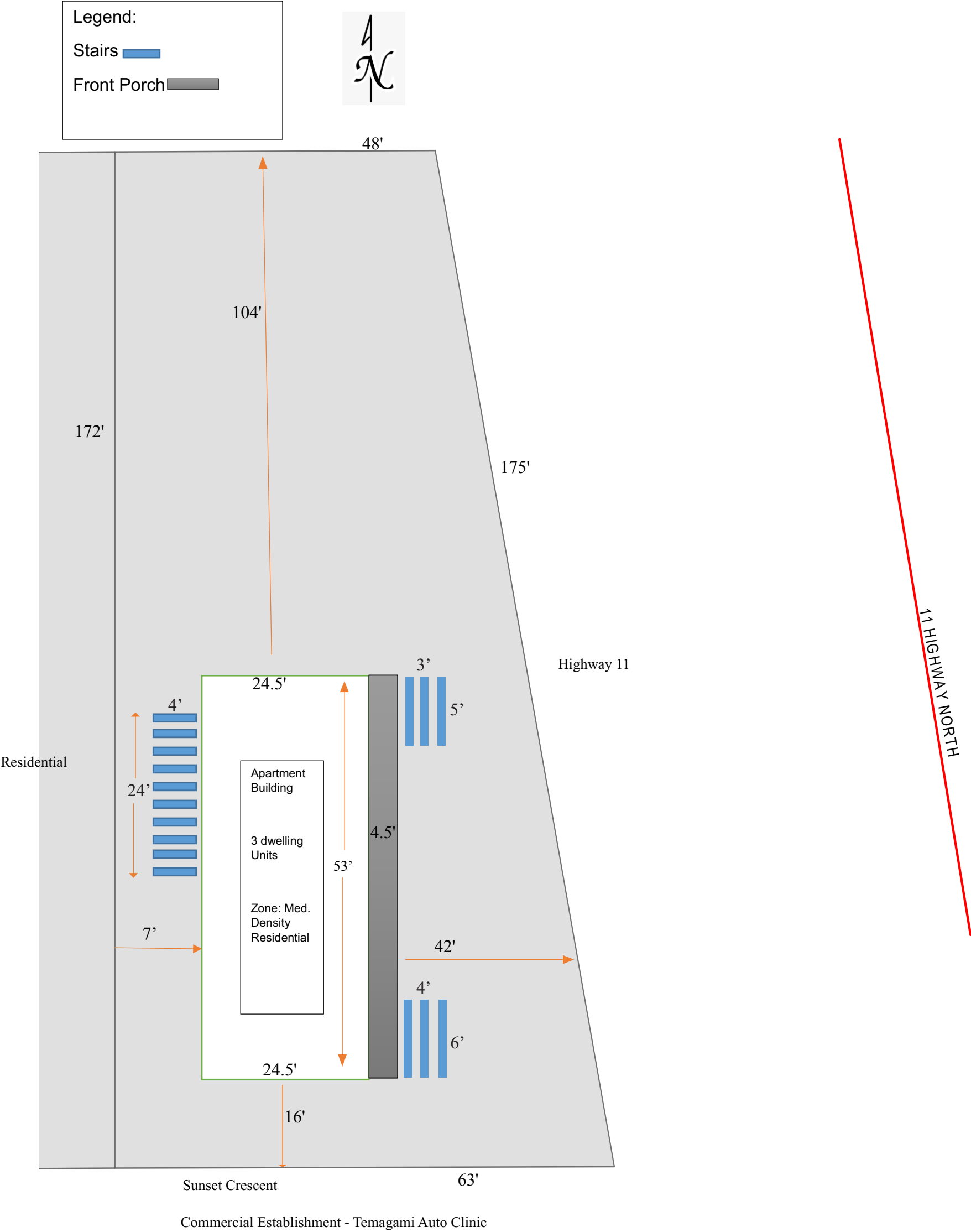
### CONSENT OF OWNER – SITE VISIT

I, Dwayne Hall, am the owner of the land that is subject of this application and I authorise municipal staff, committee of adjustment members, and council members to enter onto the property to gather information necessary for assessing this application.

July 7, 2020  
Date

[Redacted Signature]  
Signature

# Site Sketch



OWNERS: Dwayne Hull & John Shymko

ADDRESS: 2 Sunset Crescent

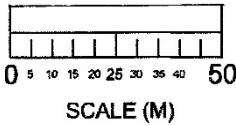
LEGAL DESCRIPTION: PCL 14037 SEC NIP; LT 56 PL M66 STRATHY EXCEPT LT43393 & MRO LT101770; TEMAGAMI; DISTRICT OF NIPISSING

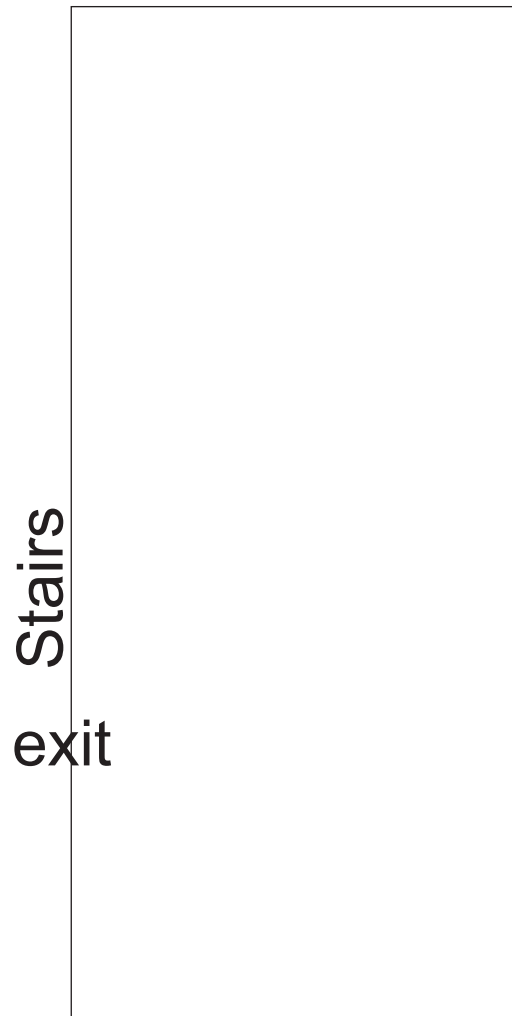
PROPOSED USE: 3 DWELLING RESIDENTIAL COMPLEX - TO BE PROPOSED CHANGED TO INCLUDE A RETAIL GALLERY

PROPOSED SITE SKETCH

PREPARED BY:

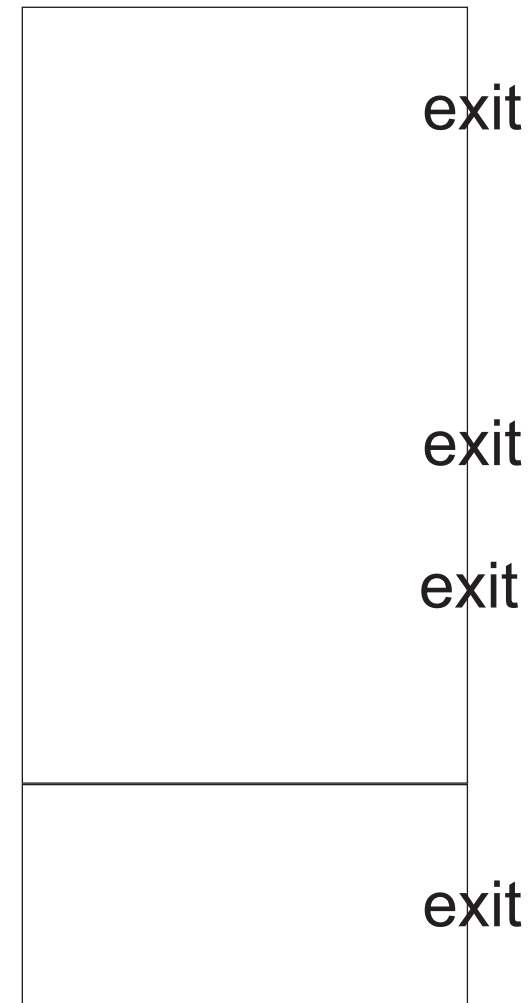
DATE: August 24, 2020



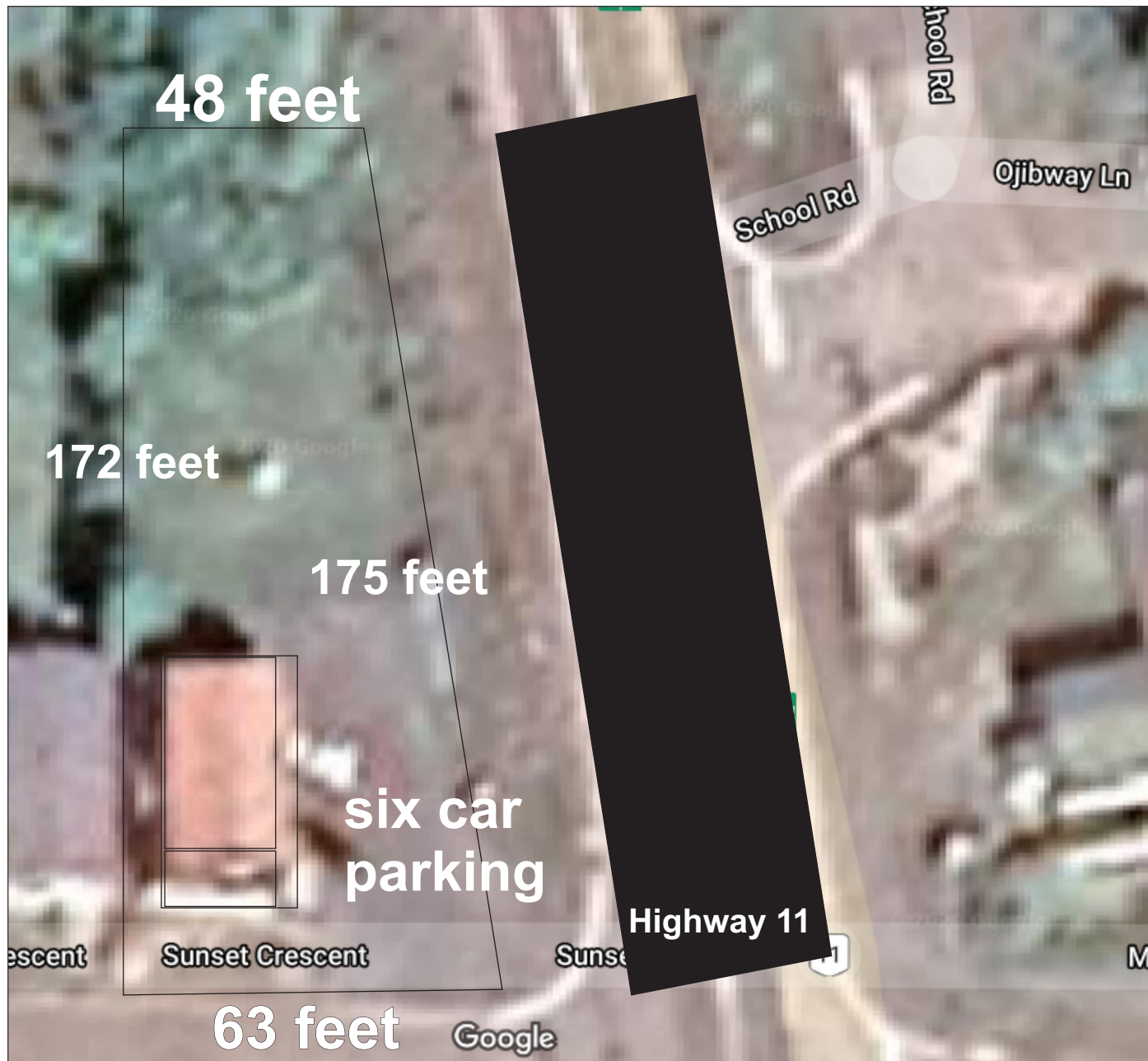


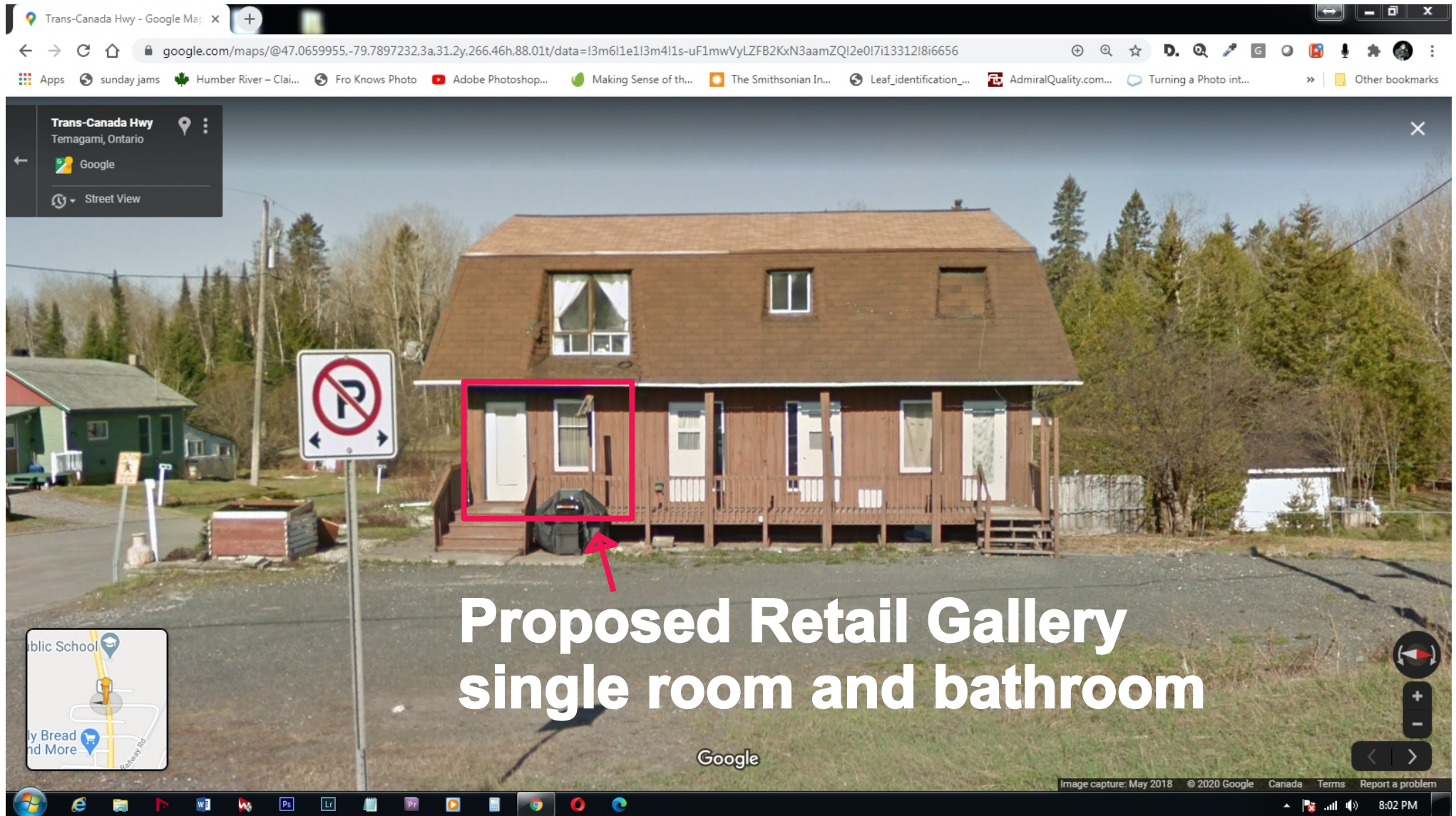
Top Floor  
22 x 50

Bottom Residence  
38 x 22



retail unit  
11 x 22





# 2 Sunset Crescent



THE CORPORATION OF THE  
TEMAGAMI  
P.O. BOX 220  
TEMAGAMI, ONTARIO P0H 2H0  
(705) 569-3421  
FAX: (705) 569-2834  
E-MAIL: visit@temagami.ca  
WEBSITE: www.temagami.ca



## LETTER OF AUTHORIZATION

DATE:

I/ WE John Shymko am/ are the owner(s) of the land that is subject

of this application and I/WE authorize Dwayne Hull the agent to act on my/our  
behalf for the purposes of planning inquiries, pre-consultation and submitting applications.

This request and authorization applies to:

☒ The Agent to disclose personal information.

☒ The consent of owner(s) to the use & disclosure of personal information.

☒ The Consent of owner(s) for site visits.

I/WE hereby as per the *Freedom of Information and Privacy Act*, authorize and consent to the disclosure to any  
person or public body of any personal information collected under the authority of the *Planning Act* for the  
purposes of processing the application.

X

Signature of Owner(s) John Shymko

X

Signature of Owner(s)

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 14-1177**

---

**Being a by-law to amend By-law No. 06-650, the Comprehensive Zoning By-law of the Municipality of Temagami.**

---

**WHEREAS** the Council of the Corporation of the Municipality of Temagami is empowered to pass by-laws to regulate the use of lands pursuant to Section 34 of the Planning Act, R.S.O. 1990, as amended;

**AND WHEREAS** a public hearing was held on the 20<sup>th</sup> day of February, 2014 regarding application number Z-14-01;

**AND WHEREAS** the Council of the Corporation of the Municipality of Temagami deems it advisable to amend By-law No. 06-650 (the Comprehensive Zoning By-law of the Municipality of Temagami);

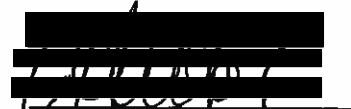
**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami enacts as follows:


1. That Section 7.8.4 - Exceptions of By-law 06-650, as amended, is hereby amended by adding the following words:  
    "Notwithstanding any other provisions of this By-law, on the land described as 2 Sunset Crescent; STRATHY PLAN M66 PT LOT 56; PCL 14037 NIP the permitted uses are limited to:  
    • an apartment building containing three dwelling units, in accordance with the 'fourplex dwelling or lot' requirements of Section 7.8.2  
    • accessory buildings, in accordance with Section 6.04"
2. That Schedule 'A-10' of Zoning By-law 06-650, as amended, is hereby amended by changing the zone classification on certain lands described as 2 Sunset Crescent; STRATHY PLAN M66 PT LOT 56; PCL 14037 NIP from the Urban Commercial (UC) Zone to the Medium Density Residential Exception One (RM-1) Zone on the lands as identified on Schedule "A-1" attached hereto and forming part of the By-law.
3. That this By-law shall become effective on the date hereof with:
  - (i) the expiration of the time period specified for the filing of objections by the notice of the passing of this By-law, provided that no notice of objections has been filed within the time period specified; or
  - (ii) the determination or direction of the Ontario Municipal Board where an objection to the approval of this By-law has been filed within the time period specified in the notice of the passing of this By-law.

4. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedules, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ A FIRST time on this 13<sup>th</sup> day of March 2014;

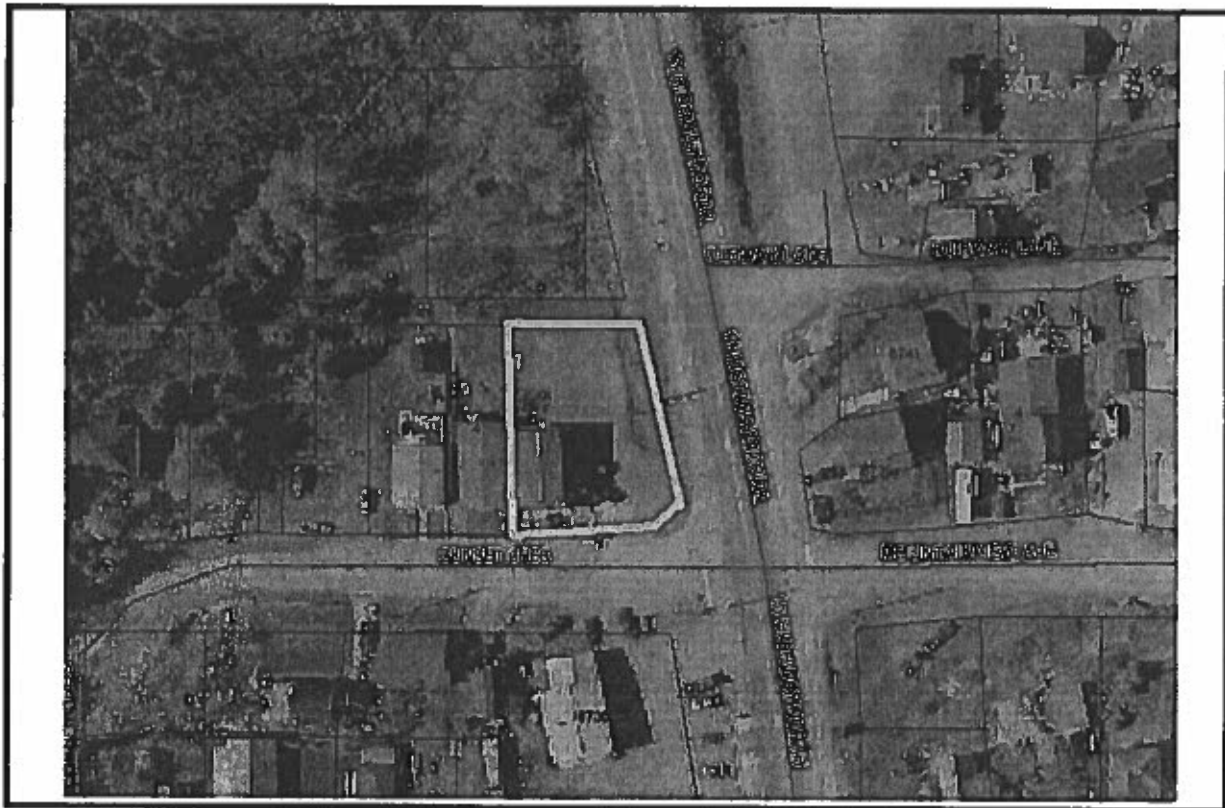
READ A SECOND AND THIRD time and finally passed this 13<sup>th</sup> day of March 2014.

  
Mayor

  
Clerk

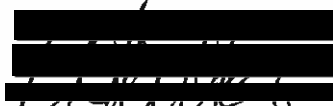



**SCHEDULE A-1**  
**By-law 14-1177**  
**2 Sunset Crescent; STRATHY PLAN M66 PT LOT 56;PCL 14037 NIP**  
**Municipality of Temagami**



 **Subject Land**

**This Schedule "A-1" to By-law 14-1177**  
**Passed this 13<sup>th</sup> day of March, 2014**

  
**Mayor**

  
**Clerk**

2006

A-10

2004.9

# MAP 'A-10' ZONING

THE CORPORATION OF  
THE MUNICIPALITY OF  
TEMAGAMI

0 50 100 150 200



KEY MAP

N.T.S.

## LEGEND

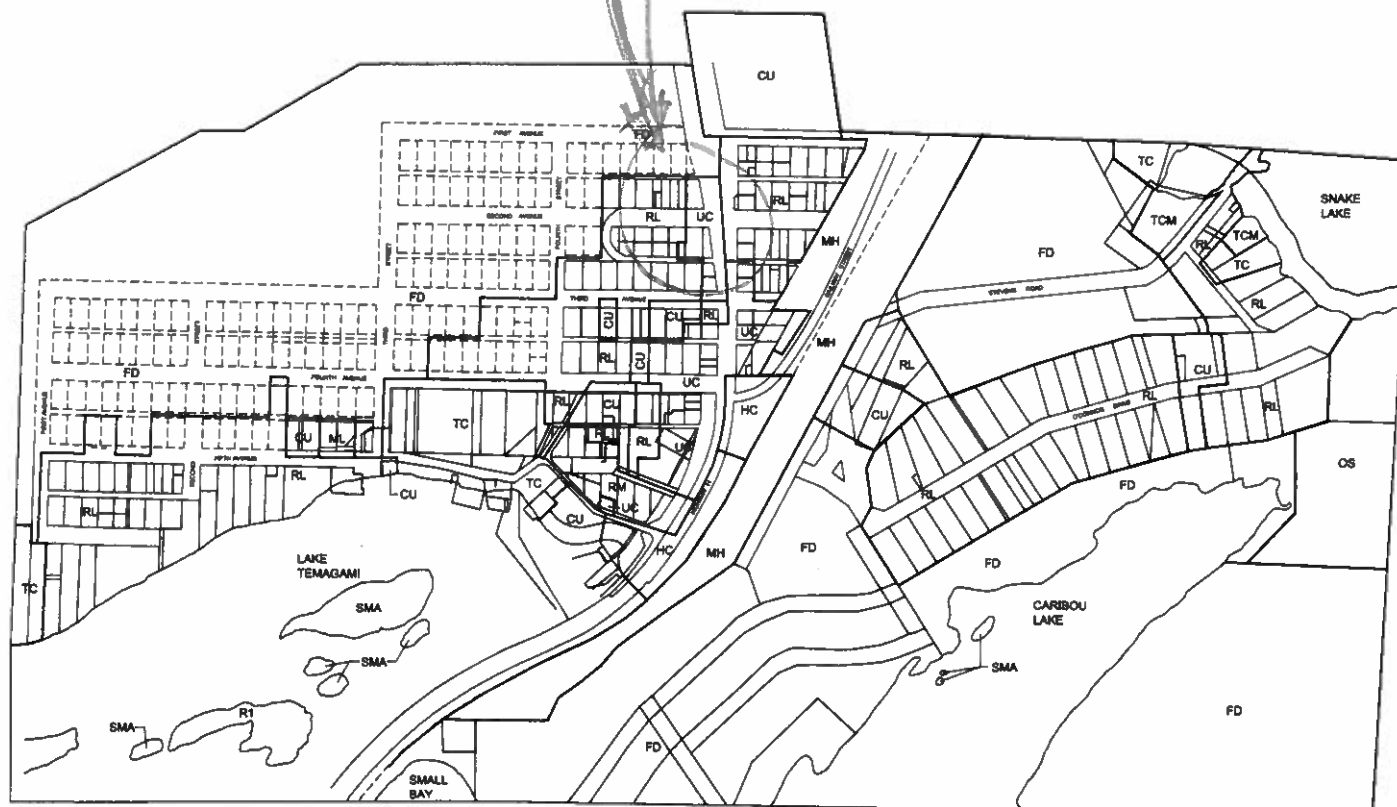
- PA PROTECTED AREA (PA) ZONE
- SMA SPECIAL MANAGEMENT AREA (SMA) ZONE
- IMA INTEGRATED MANAGEMENT (IMA) ZONE
- R1 REMOTE RESIDENTIAL (R1) ZONE (LAKE TEMAGAMI)
- R2 REMOTE RESIDENTIAL (R2) ZONE
- R3 RURAL RESIDENTIAL (R3) ZONE
- RL LOW DENSITY RESIDENTIAL (RL) ZONE
- RM MEDIUM DENSITY RESIDENTIAL (RM) ZONE
- RMH MOBILE HOME PARK RESIDENTIAL (RMH) ZONE
- TC TOURIST COMMERCIAL (TC) ZONE
- TCYC TOURIST COMMERCIAL YOUTH CAMP (TCYC) ZONE
- TCM TOURIST COMMERCIAL MARINA (TCM) ZONE
- UC URBAN COMMERCIAL (UC) ZONE
- HC HIGHWAY COMMERCIAL (HC) ZONE
- NC NEIGHBOURHOOD COMMERCIAL (NC) ZONE
- ML LIGHT INDUSTRIAL (ML) ZONE
- MH HEAVY INDUSTRIAL (MH) ZONE
- MA MINERAL AGGREGATE (MA) ZONE
- P PARK (P) ZONE
- OS OPEN SPACE (OS) ZONE
- CU COMMUNITY USE (CU) ZONE
- WD WASTE DISPOSAL (WD) ZONE
- FD FUTURE DEVELOPMENT (FD) ZONE

## NOTES:

THIS SCHEDULE FORMS PART OF THE ZONING BY-LAW OF THE MUNICIPALITY OF TEMAGAMI AND MUST BE READ IN CONJUNCTION WITH THE TEXT AND OTHER SCHEDULES.

UNLESS OTHERWISE NOTED, ALL ISLANDS WITHIN THE PROTECTED MANAGEMENT AREA ZONE, SPECIAL MANAGEMENT AREA ZONE OR INTEGRATED MANAGEMENT AREA ZONE ARE ZONED PROTECTED MANAGEMENT AREA ZONE, SPECIAL MANAGEMENT AREA ZONE OR INTEGRATED MANAGEMENT AREA ZONE RESPECTIVELY.

REVISED 2004.9



## VILLAGE OF TEMAGAMI NEIGHBOURHOOD



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-134

**Memorandum to Council**

**Subject:** Resolution from Township of Matachewan

**Agenda Date:** **October 8, 2020**

**Attachments:** Resolution 2020-184

**RECOMMENDATION**

BE IT RESOLVED THAT Council support resolution 2020-280 of the Township of Armstrong as supported by Resolution 2020-184 of the Township of Matachewan.

**INFORMATION**

This resolution supports a resolution of the Township of Armstrong related to the Earlton-Timiskaming Regional Airport requesting that municipal owned airports be eligible for the Federal Government's programs to support Canada's Air Transport Sectors.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**THE CORPORATION OF THE  
TOWNSHIP OF MATACHEWAN**

Emailed: [chrystia.freeland@parl.gc.ca](mailto:chrystia.freeland@parl.gc.ca)

September 30, 2020

Honourable Chrystia Freeland  
Deputy Prime Minister  
House of Commons  
Ottawa, ON K1A 0A6

At the meeting held on August 26, 2020, the Council of The Corporation of the Township of Matachewan Council passed Resolution 2020-184 supporting the Earleton-Timiskaming Regional Airport which has been dramatically impacted by COVID-19.

A copy of the Resolution 2020-184 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Knauth", is written over a light blue circular stamp.

Barbara Knauth  
Deputy Clerk Treasurer

cc: Honourable Melanie Joly, Minister of Regional Economic Development and Official Languages  
Charlie Angus, M.P., Timmins-James Bay  
The Canadian Airports Council  
Airport Management Council of Ontario  
Earleton-Timiskaming Regional Airport Authority  
Municipalities within the District of Timiskaming

P.O. Box 177, Matachewan, ON P0K 1M0  
[deputyclerktreasurer@matachewan.ca](mailto:deputyclerktreasurer@matachewan.ca)  
[www.matachewan.com](http://www.matachewan.com)

Phone: 705-565-2274  
Fax: 705-565-2564



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

P.O. Box 177, Matachewan, Ontario P0K 1M0

DATE: August 26, 2020

RESOLUTION #: 2020-184

Moved by:

*Albert Durand*

Seconded by:

*Gay Dubé*

**WHEREAS** we are in receipt of the following Resolution No. 2020-280 passed by the Council of the Corporation of the Township of Armstrong on August 12, 2020:

**WHEREAS** the Earlton-Timiskaming Regional Airport has been dramatically impacted by COVID-19;

**AND WHEREAS** the Earlton-Timiskaming Regional Airport is excluded from the ability to participate in federal relief programs launched to support small and medium sized businesses;

**AND WHEREAS** historically, aviation was a federal responsibility with the transfer of more than 100 airports from federal ownership and operation to municipal government with the assurance of a viability of a national system of safe, commercially oriented and cost-effective airport operation;

**AND WHEREAS** the Earlton-Timiskaming Regional Airport was one of these airports;

**AND WHEREAS** now is the time for the federal government to play an active role to ensure the integrity and long-term viability of Canada's airports regardless if they are municipally owned and operated;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Armstrong strongly urges the Federal Government to provide additional programs to support Canada's Air Transport Sectors and ensure a commitment that municipally owned and operated airports will also be eligible for these programs.

**AND FURTHER THAT** a copy of this resolution be sent to the Hon. Chrystia Freeland, Deputy Prime Minister, Hon. Melanie Joly, Minister of Regional Economic Development and Official Languages, Charlie Angus, M.P., Timmins-James Bay, the Canadian Airports Council, Airport Management Council of Ontario, the Earlton-Timiskaming Regional Airport Authority and municipalities within the District of Timiskaming."

**NOW THEREFORE BE IT RESOLVED THAT** we the Council of The Corporation of Matachewan support this resolution of the Council of The Corporation of the Township of Armstrong; and

**FURTHER THAT** a copy of this Resolution be forwarded to the Hon. Chrystia Freeland, Deputy Prime Minister, Hon. Melanie Joly, Minister of Regional Economic Development and Official Languages, Charlie Angus, M.P., Timmins-James Bay, the Canadian Airports Council, Airport Management Council of Ontario, the Earlton-Timiskaming Regional Airport Authority.

	COUNCILLOR	YEA	NAY	PID
CARRIED	Ms. A. Commando-Dubé Mayor			
AMENDED	Mr. N. Costello Mayor			
DEFEATED	Mr. G. Dubé Councillor			
TABLED	Ms. S. Ruck Councillor			
	Mr. A. Durand Councillor			

*Anne Commando-Dubé*

Anne Commando-Dubé

Mayor

*Janet Gore*

Janet Gore  
Clerk

**Municipality of Temagami**  
**Official Plan Amendment and Zoning By-law Amendment**  
**Home Occupations and Home Industries**

The following draft amendments are being circulated for additional comments, in advance of the Statutory Public Meeting and in advance of Council making a final decision on the amendments, related to Home Occupations and Home Industries. Both an Official Plan Amendment and a Zoning By-law Amendment are being considered, to implement policies and regulations into the planning documents regarding Home Occupations and Home Industries. You are being provided a copy of these amendments because you have provided comments and questions on these applications in the past. If you have additional comments on the draft amendments, it is recommended that comments be provided by **Friday, October 16, 2020** in order to be reviewed and analysed in advance of the October 29, 2020 Council meeting.

A summary of the updated Official Plan Amendment and the Zoning By-law Amendment is included below:

- 1) Provided updated policies and regulations in the planning documents to reflect changes in the dynamics of home occupations and home industries in the Municipality.

Official Plan

- 2) Home occupations and home industries to be permitted in a dwelling and in an enclosed accessory building.
- 3) Removed requirement for an Official Plan Amendment in order to establish a home industry in a boathouse.

Zoning By-law

- 4) Updated the list of uses included in the definition of a home industry.
- 5) Included regulations to limit the size of home industries.
- 6) Added the requirement for accessory building to be setback from the shoreline when used for a home occupation or home industry.
- 7) Included a minimum lot size requirement in order to be eligible for a home occupation or home industry in an accessory building.

**Official Plan Amendment No. \_\_\_\_**

**Municipality of Temagami**

**DRAFT**

**Amendment Number \_\_\_\_ to the  
Official Plan of the  
Municipality of Temagami**

The attached explanatory text and constituting Amendment Number \_\_\_\_ to the Official Plan for the Municipality of Temagami, was prepared and adopted by the Council of the Corporation of the Municipality of Temagami, by By-law Number 2019-\_\_\_\_ in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

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Mayor

---

Municipal Clerk



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 2020-\_\_\_\_**

**A By-law to adopt Amendment No. \_\_\_\_ to the  
Official Plan for the Municipality of Temagami.**

**WHEREAS** The Corporation of the Municipality of Temagami is empowered to amend its Official Plan as required;

**AND WHEREAS** Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provide Council such authority to amend its Official Plan;

**AND WHEREAS** the policies of the Official Plan of the Municipality of Temagami are approved and in force and effect at this time;

**AND WHEREAS** the Council of the Corporation of the Municipality of Temagami deems it necessary and desirable to adopt an amendment to the Official Plan of the Temagami;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami enacts as follows:

1. Amendment No. \_\_\_\_ to the Official Plan for the Municipality of Temagami, consisting of the explanatory text is hereby adopted.
2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

### **Certification**

Certified that the above is a true copy of By-law No. 2020-\_\_\_\_ as enacted and passed by Council of the Municipality of Temagami on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

---

Municipal Clerk

## THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan for the Municipality of Temagami consists of three parts:

**Part A** – THE PREAMBLE does not constitute part of this Amendment.

**Part B** – THE AMENDMENT, consisting of the text of Amendment No. \_\_ to the Official Plan to the Municipality of Temagami. There is no map or schedule associated with the Amendment.

**Part C** – THE APPENDICES do not constitute part of this Amendment. The appendices contain the background material, planning considerations and public involvement associated with this Amendment.

## **Part A – Preamble**

### **Purpose**

The purpose of this amendment is to revise policies in the Municipality of Temagami Official Plan to provide clarification for the development permissions related to Home Occupations and Home Industries, following direction from Council.

### **Location**

Amendment No. \_\_\_\_ is a textual amendment and generally applies to all lands within the Municipality, therefore there is no schedule provided with the Amendment.

### **Basis**

The Provincial Policy Statement (2014), the Strong Communities through Affordable Housing Act (2011), and the Promoting Affordable Housing Act (2016) provide direction to Municipalities to ensure that their planning documents (Official Plans and Zoning By-laws) provide for opportunities for the development of affordable housing in the form of second units.

In adopting this Official Plan Amendment, Council relies on the following basis:

- The Provincial Policy Statement (2014) speaks to permissions for home occupations and home industries on rural lands, and encourages development within settlement areas.
- The Municipality of Temagami's Official Plan includes a definition for a home occupation and a home industry, and also policies for the various Neighbourhoods that state how these uses may be carried out.
- A desire by the Municipality to provide for clearer regulations for home occupations and home industries resulted in a proposed amendment to the implementing Zoning By-law. Based on the amendment proposed to the implementing Zoning By-law, amendments to the Official Plan are required to also clarify where home occupations and home industries shall be permitted.
- The need to amend the Official Plan arose following direction to amend the Zoning By-law to provide some clarification as to the interpretation of the examples of uses which have been referenced in the Zoning By-law.

## **Part B – The Amendment**

### **1.0 Introductory Statement**

Part B – The Amendment, consisting of the following text constitutes Amendment No. 3 to the Official Plan for the Municipality of Temagami.

### **2.0 Details of the Amendment**

The Official Plan of the Municipality of Temagami is amended in accordance with the following:

(red text represents additions or deletions)

#### **Urban Neighbourhood**

##### **4.36 Home Occupations**

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

One employee who does not reside on the property may be employed in the home occupation except on a remote residential or rural residential lot where a maximum of two non-residents of the property may be employed. The sale of goods or the provision of a service shall only be permitted if adequate parking is provided as set out in the Zoning Bylaw or in the case of a water access lot, adequate docking facilities. Sale of goods or the provision of a service shall not result in an unacceptable level of increased vehicular or boat traffic nor may it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted within the Urban Neighbourhood shall be set out in the Zoning By-law and may differ between remote residential and rural residential lots and other types of lots. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople and couriers, as set out in the Zoning By-law, are permitted.

##### **4.3.7 Home Industry**

Home industries such as electrical, carpentry and plumbing shops may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling. In addition, a contractor's

yard is permitted as a home industry on a Rural Residential or Remote Residential lot in the Urban Neighbourhood. Home industries shall proceed by way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood, the adequacy of on-site parking and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

## **Lake Temagami Neighborhood**

### **5.3.8 Home Occupations**

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling or the character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. The sale of goods or the provision of a service shall only be permitted if adequate docking facilities can be provided and an unacceptable level of increased boat traffic does not result nor does it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted within the Lake Temagami Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople, as set out in the Zoning By-law, are permitted.

### **5.3.9 Home Industry**

Home industries such as electrical, carpentry, plumbing and contractors, except a contractor's yard (Section 5.3.18), as set out in the Zoning By-law may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling on a Remote Residential

lot in the Lake Temagami Neighbourhood. Home industries shall proceed by way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood the environment and other matters as may be set out in the Zoning By-law. ~~However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry. Up to two persons, plus the owner may be employed in a home industry.~~

A Home Industry shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

## **Marten River Neighbourhood**

### **6.3.8 Home Occupations**

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. The sale of goods or the provision of a service shall only be permitted if adequate parking is provided as set out in the Zoning By-law. Sale of goods or the provision of a service shall not result in an unacceptable level of increased vehicular or boat traffic nor shall it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted within the Marten River Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. ~~Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople and couriers, as set out in the Zoning By-law, are permitted.~~

### **6.3.9 Home Industry**

Home industries ~~such as electrical, carpentry, plumbing, including~~ a contractor's yard and machine shops may be permitted in an accessory building to a single detached dwelling unit on a Rural Residential or Remote Residential lot in the Marten River Neighbourhood. Other home industries may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling. Home industries shall proceed by

way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood, the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

## **Matabitchuan Neighbourhood**

### **7.3.8 Home Occupations**

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. The sale of goods or the provision of a service shall only be permitted if adequate parking is provided as set out in the Zoning By-law. Sale of goods or the provision of a service shall not result in an unacceptable level of increased vehicular or boat traffic nor does it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted in the Matabitchuan Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. ~~Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of trades people and couriers, as set out in the Zoning By-law, are permitted.~~

### **7.3.9 Home Industry**

Home industries ~~such as electrical, carpentry, plumbing, including~~ a contractor's yard and machine shops may be permitted in an accessory building to a single detached dwelling unit on a Rural Residential or Remote Residential lot in the Matabitchuan Neighbourhood. ~~Other home industries may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling.~~ Home industries shall proceed by



way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood, the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

## **Backcountry Neighbourhood**

### **8.3.8 Home Occupations**

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. Sale of goods or the provision of a service shall not result in an unacceptable level of increased boat traffic nor will it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted in the Backcountry Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. ~~Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople and couriers, as set out in the Zoning By-law, are permitted.~~

### **8.3.9 Home Industry**

Home industries ~~such as electrical, carpentry, plumbing, including~~ a contractor's yard and machine shops may be permitted in an accessory building to a single detached dwelling unit on a Rural Residential or Remote Residential lot in the Backcountry Neighbourhood. ~~Other home industries may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling.~~ Home industries shall proceed by way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of

the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood, the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

### **Definitions**

Home Occupation – Any gainful occupation which is conducted within the dwelling unit or an enclosed accessory structure, by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in the Zoning By-law.

Home Industry – An occupation conducted in whole or in part in a building accessory to a single detached dwelling, part of an accessory building and/or part of a residential dwelling on a Rural Residential or Remote Residential lot; and such home industry is clearly secondary to the main residential use of the property, does not change the residential character of the neighbourhood, and as further defined in the Zoning Bylaw.

All other policies of the Official Plan of the Municipality of Temagami shall apply.

### **3.0 Implementation and Interpretation**

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment. In all other respects the provisions of the Municipality of Temagami Official Plan shall apply.

Upon approval of this Amendment, Council shall consider an implementing Zoning By-law.

The provisions of the Official Plan, as amended from time to time, shall apply in regard to the Amendment.

## **Part C – The Appendices**

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 2020 - \_\_\_\_\_

**DRAFT**

**A By-law to amend the Municipality of Temagami By-law No. 06-650 as amended to change the definitions and provisions for Home Occupation/Home Industry**

**WHEREAS** the Council of the Corporation of the Municipality of Temagami is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990, c.P.13;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That Section 5 - Definitions of By-law 06-650, as amended, include the following changes for the definition of Home Occupation:

HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit or an enclosed accessory structure, by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.

2. That Section 5 - Definitions of By-law 06-650, as amended, include the following changes for the definition of Home Industry:

HOME INDUSTRY shall mean a gainful occupation, secondary to a Residential Use, which includes fabrication, light manufacturing, processing, assembly or repair of goods that is including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. ~~A Home industry is~~ conducted entirely in an accessory building, or part of an accessory building and/or part of a residential dwelling on a Rural Residential or Remote Residential lot. ~~by the residents.~~ A home industry may include, but is not ~~be~~ limited to, such uses as electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. ~~A home industry does not include a contractor's yard.~~

3. That Section 6.22(d) - Home Industry of By-law 06-650, as amended, is hereby amended to read:

(d) such home industry is clearly secondary to the main residential use, and does not change the residential character of the dwelling and lot;

4. That Section 6.22 - Home Industry of By-law 06-650, as amended, is hereby amended by adding the following as subsection (e), and renumbering the subsequent subsections:

(e) Maximum area of a home industry:

- i. If located in a dwelling, the home industry shall occupy a maximum area of forty percent (40%) of the ground floor area of the dwelling.
- ii. If located in an accessory building, the home industry shall not occupy an area greater than 140 square metres for a property not on a waterbody or more than 84 square metres for a property abutting a waterbody.
- iii. If the home industry is conducted within both the dwelling and an accessory building, the maximum areas identified in subsections (i) and (ii) shall also apply.

5. That Section 6.22 - Home Industry of By-law 06-650, as amended, is hereby amended by adding the following as subsection (j) & (k), and renumbering the subsequent subsections:

(j) Where permitted on shoreline properties, any accessory building used for the home industry shall be setback a minimum of 15 metres from the shoreline.

(k) An accessory building or structure may only be used for the purpose of a home industry if the lot is a minimum of 0.4 ~~0.5~~ hectares in size.

6. That Section 6.23 (g) - Home Occupation of By-law 06-650, as amended, is hereby amended to read:

(g) such home occupation uses may include, but not be limited to, such uses as a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices, indoor teaching/tutoring/instruction but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;

7. That Section 6.23 - Home Occupation of By-law 06-650, as amended, is hereby amended by adding the following:

(j) An accessory building or structure may only be used for the purpose of a home occupation if the lot is a minimum of ~~0.5~~ 0.4 hectares in size and the home ~~business~~ occupation does not occupy more than 50 square metres of the accessory building or structure;

8. That Section 6.23 - Home Occupation of By-law 06-650, as amended, is hereby amended by adding the following:

(k) A maximum of 5 parking spaces shall be permitted on mainland properties.

9. That Section 6.23 - Home Occupation of By-law 06-650, as amended, is hereby amended by adding the following:

(l) Where permitted on shoreline properties, any accessory building used for the home occupation shall be setback a minimum of 15 metres from the shoreline.

10. That Section 6.22 (e) - Home Industry and Section 6.23 (a) – Home Occupation of By-law 06-650, as amended, regarding the maximum number of employees is removed, and renumbering the subsequent subsections.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Dan O'Mara, Mayor

\_\_\_\_\_  
Suzie Fournier, Municipal Clerk

**Municipality of Temagami**  
**Official Plan Amendment and Zoning By-law Amendment**  
**Secondary Dwelling Units**

The following draft amendments are being circulated for additional comments, in advance of the Statutory Public Meeting and in advance of Council making a final decision on the amendments, related to Secondary Dwelling Units. Both an Official Plan Amendment and a Zoning By-law Amendment are being considered, to implement policies and regulations into the planning documents regarding Secondary Dwelling Units. You are being provided a copy of these amendments because you have provided comments and questions on these applications in the past. If you have additional comments on the draft amendments, it is recommended that comments be provided by **Friday, October 16, 2020** in order to be reviewed and analysed in advance of the October 29, 2020 Council meeting.

A summary of the updated Official Plan Amendment and the Zoning By-law Amendment is included below:

- 1) The updates to the *Planning Act* that require municipalities to permit second units are intended to apply to permanent housing and not recreational situations. This overriding intent behind the legislation has been reflected in the updated amendments.
- 2) The implementation of Second Unit legislations should be considered differently in settlement areas and rural areas in comparison to shoreline areas.
- 3) The Municipality of Temagami has existing Official Plan policies and Zoning By-law regulations that permit sleeping cabins on many shoreline properties. Sleep cabin size and the kitchen and washroom permissions are provided on a sliding scale, based on lot size.
- 4) Based on the existing Official Plan and Zoning By-law, on the largest of shoreline properties (over 1.6 hectares), a sleeping cabin is permitted to contain a kitchen and a washroom. Based on the definitions in the *Planning Act*, this is a dwelling unit. As a result, the Zoning By-law currently permits a second dwelling unit, although it is called a sleeping cabin by the current documents.
- 5) The key distinction between these the existing Official Plan and Zoning By-law permissions that enable a sleeping cabin to have a kitchen and a washroom and the second unit provisions contemplated by the *Planning Act*, is the distinction that the *Planning Act* version is used for permanent housing and the sleeping cabin provisions in the Official Plan are for recreational purposes.
- 6) The proposed amendments to the Municipality's Official Plan and Zoning By-law update the nomenclature to recognize that a sleeping cabin with a kitchen and a washroom is a dwelling unit. Modifications to the complementary policies of the Official Plan are also required to reflect the change in nomenclature.



- 7) Permissions have been included for secondary dwelling units in the urban and rural areas, however the permissions for secondary dwelling units on shoreline properties has not changed from the in effect Official Plan and Zoning By-law (other than the nomenclature).

**Official Plan Amendment No. \_\_\_\_**

**Municipality of Temagami**

**DRAFT**

**Amendment Number \_\_\_\_ to the  
Official Plan of the  
Municipality of Temagami**

The attached explanatory text and constituting Amendment Number \_\_\_\_ to the Official Plan for the Municipality of Temagami, was prepared and adopted by the Council of the Corporation of the Municipality of Temagami, by By-law Number 2020-\_\_\_\_ in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

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Mayor

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Municipal Clerk

**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 2020-\_\_\_\_**

**A By-law to adopt Amendment No. \_\_\_\_ to the  
Official Plan for the Municipality of Temagami.**

**WHEREAS** The Corporation of the Municipality of Temagami is empowered to amend its Official Plan as required;

**AND WHEREAS** Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provide Council such authority to amend its Official Plan;

**AND WHEREAS** the policies of the Official Plan of the Municipality of Temagami are approved and in force and effect at this time;

**AND WHEREAS** the Council of the Corporation of the Municipality of Temagami deems it necessary and desirable to adopt an amendment to the Official Plan of the Temagami;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami enacts as follows:

1. Amendment No. \_\_\_\_ to the Official Plan for the Municipality of Temagami, consisting of the explanatory text is hereby adopted.
2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

**Certification**

Certified that the above is a true copy of By-law No. 2020-\_\_\_\_ as enacted and passed by Council of the Municipality of Temagami on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Municipal Clerk

## THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan for the Municipality of Temagami consists of three parts:

**Part A** – THE PREAMBLE does not constitute part of this Amendment.

**Part B** – THE AMENDMENT, consisting of the text of Amendment No. \_\_ to the Official Plan to the Municipality of Temagami. There is no map or schedule associated with the Amendment.

**Part C** – THE APPENDICES do not constitute part of this Amendment. The appendices contain the background material, planning considerations and public involvement associated with this Amendment.

## **Part A – Preamble**

### **Purpose**

The purpose of this amendment is to include policies in the Municipality of Temagami Official Plan to implement Provincial policies regarding secondary dwelling units; and to permit secondary dwelling units within all neighbourhoods in the Municipality, following direction from Council of the Corporation of the Municipality of Temagami.

This amendment implements the goals and objectives of the Official Plan by providing opportunities for a range of housing types and densities to accommodate a diversity of lifestyles, age groups, income levels and persons with special needs.

### **Location**

Amendment No. \_\_\_\_ is a textual amendment and generally applies to all lands within the Municipality, therefore there is no schedule provided with the Amendment.

### **Basis**

The Provincial Policy Statement (2014), the Strong Communities through Affordable Housing Act (2011), and the Promoting Affordable Housing Act (2016) provide direction to Municipalities to ensure that their planning documents (Official Plans and Zoning By-laws) provide for opportunities for the development of affordable housing in the form of second units (secondary dwelling units).

In adopting this Official Plan Amendment, Council relies on the following basis:

- The Provincial Policy Statement (2014) which speaks to the accommodation of an appropriate range and mix of residential, including second units (secondary dwelling units), affordable housing and housing for older persons;
- Bill 140, The Strong Communities through Affordable Housing Act, 2011 which came into effect on January 1, 2012. This Bill made changes to the Planning Act, expanding on the affordable housing options by requiring that municipalities set policies that would allow second units (secondary dwelling units) in new and existing developments provided that they are in appropriate areas;
- Bill 7, The Promoting Affordable Housing Act, 2016, and Ontario's Long Term Affordable Housing Strategy Update, which expanded and enhanced the range of land use planning and municipal finance tools that municipalities can use to build more affordable market housing;
- More Home More Choices Act 2019, which expanded the requirements for municipalities to include second unit policies within planning documents; and,

- The Municipality of Temagami's Official Plan which sets out policies to promote affordable housing.
- A desire by the Municipality to permit secondary dwelling units on waterfront properties meeting lot area and lot frontage specification.

The Provincial policy framework related to promoting affordable housing encourages and requires Municipalities to permit secondary dwelling units in some form, at the discretion of the Municipality within their planning documents. Council has provided direction to permit secondary dwelling units in the form of accessory apartments in all neighbourhoods of the Municipality, including shoreline properties.



## **Part B – The Amendment**

### **1.0 Introductory Statement**

Part B – The Amendment, consisting of the following text constitutes Amendment No. 3 to the Official Plan for the Municipality of Temagami.

### **2.0 Details of the Amendment**

The Official Plan of the Municipality of Temagami is amended in accordance with the following:

#### **A) Revision to text within Section 2.2.2 Housing as follows:**

(red text represents additions or deletions)

Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites are not permitted in the urban neighbourhood. Secondary Dwelling Units ~~apartments in houses~~ are not permitted in the urban neighbourhood, and rural areas and shoreline areas of the Municipality, subject to the policies of the Plan. The Zoning By-law shall contain provisions to regulate the establishment of Secondary Dwelling Units.

Secondary Dwelling Units may be permitted in single detached dwellings or in a building or structure accessory to a single detached dwelling within the rural area (excluding shoreline properties) provided that:

- All requirements of the Zoning By-law, including the provisions to govern compatibility with the principal dwelling and surrounding land uses, as well as the size of the Secondary Dwelling Unit and other standards including the Building Code and other relevant municipal and provincial regulations can be satisfied;
- It has been determined that on-site servicing, including a septic system and private wells, have sufficient capacity for the Secondary Dwelling Unit.
- A Secondary Dwelling Unit shall not be permitted in the front yard as defined by the Zoning By-law.

New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.

**B) Revise all references to “Accessory Apartments” to read “Secondary Dwelling Units”.**

**C) Include Secondary Dwelling Unit as a permitted use in various designations**

Sections 4.3.3, 5.3.2, 5.3.3, 6.3.2, 6.3.3, 7.3.2, 7.3.3 & 8.3.2, 8.3.3 shall be amended by including “Secondary Dwelling Unit” as a permitted accessory use.

**D) Implement a maximum number of year round residents per lot by amending various sections pertaining to Sleep Cabins**

Add the following provision to Sections 4.3.5, 5.3.5, 6.3.5, 7.3.5 and 8.3.5,

A sleep cabin with bathroom and kitchen facilities is deemed to be a Secondary Dwelling Unit.

**C) Delete definition of ‘Apartments-in-House’ from Appendix C**

~~Apartments-in-House—These are second self-contained units in detached or semidetached houses in a residential zone serviced by a publicly owned or operated sewage system and which satisfy special provisions of the Ontario Building Code and the Fire Code.~~

**D) Add new definition of ‘Secondary Dwelling Unit’ to Appendix C**

Secondary Dwelling Unit - A self-contained residential unit with a private kitchen, bathroom facilities and sleeping areas created by an interior renovation or exterior addition to the primary dwelling unit or accommodated within an accessory building or part thereof. Such residential unit is an accessory use to the main dwelling.

All other policies of the Official Plan of the Municipality of Temagami shall apply.

### **3.0 Implementation and Interpretation**

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment. In all other respects the provisions of the Municipality of Temagami Official Plan shall apply.

Upon approval of this Amendment, Council shall consider an implementing Zoning By-law.

The provisions of the Official Plan, as amended from time to time, shall apply in regard to the Amendment.

## **Part C – The Appendices**

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 2020 - \_\_\_\_\_

**DRAFT**

**A By-law to amend the Municipality of Temagami By-law No. 06-650 as amended to revise provisions regarding Secondary Dwelling Units.**

**WHEREAS** the Council of the Corporation of the Municipality of Temagami is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990, c.P.13;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That Section 5 - Definitions of By-law 06-650, as amended, be amended to include the following definition: include the following changes for the definition of Home Occupation:

SECONDARY DWELLING UNIT - A self-contained residential unit with a private kitchen, bathroom facilities and sleeping areas created by an interior renovation or exterior addition to the primary dwelling unit or accommodated within an accessory building or part thereof. Such residential unit is an accessory use to the main dwelling.

2. That Section 6.41 – Sleep Cabins of By-law 06-650, as amended, be amended by deleting Section 6.41 (f).
3. That the following paragraph in Section 6.41 – Sleep Cabins of By-law 06-650, as amended, be deleted:

~~For the purpose of complying with the provisions of this section, the severed sleep cabin with kitchen and bathroom facilities shall be deemed to be the main building on the new lot and shall conform to the standards for a main building on a lot.~~

4. That a new Section be added after Section 6.50 as follows:

Section 6.51 – Secondary Dwelling Units within a Single Detached Dwelling of By-law 06-650, as amended, be added as follows:

A secondary dwelling unit shall be permitted within a single unit dwelling in the Low Density Residential (RL) Zone, Remote Residential (R2) Zone and Rural Residential (R3) Zone (not including shoreline properties). Any secondary dwelling unit shall be developed in accordance with the following provisions:

- a) A maximum of one (1) secondary dwelling unit shall be permitted within single unit dwelling.
- b) A minimum of one (1) parking space shall be provided in addition to the required parking of this By-law.
- c) The secondary dwelling unit shall not exceed 56.0 square metres of any portion of the single unit dwelling that is located at or above grade. Except for the entrance, any secondary dwelling unit located entirely in the basement may occupy the entire basement regardless of size.
- d) A secondary dwelling unit is not permitted in a non-conforming single unit dwelling.
- e) The appropriate authority has approved the private sewage disposal system to service the total sewage flow on the lot.

5. That a new Section be added after Section 6.51 as follows:

That Section 6.52 – Secondary Dwelling Units within an Accessory Building of By-law 06-650, as amended, be added as follows:

A secondary dwelling unit shall be permitted within an accessory building in the Low Density Residential (RL) Zone, Remote Residential (R2) Zone and Rural Residential (R3) Zone (not including shoreline properties). Any secondary dwelling unit within an accessory building shall be developed in accordance with the following provisions:

- a) Only one (1) secondary dwelling unit within an accessory building shall be permitted per lot, provided that the lot contains an existing dwelling unit and the existing dwelling unit does not contain any secondary dwelling units.
- b) The appropriate authority has approved the private sewage disposal system to service the total sewage flow on the lot.
- c) A secondary dwelling unit shall not exceed 56.0 square metres of floor area.
- d) One additional dedicated parking space above the requirements of this By-law for the related zone shall be provided for the secondary dwelling unit.
- e) The accessory building must be located in the interior side yard or rear yard.
- f) The secondary dwelling unit shall only be permitted in accessory buildings that comply to the minimum yard requirements for the principal building of the zone in which it is located.
- g) A secondary dwelling unit is only permitted on a lot with a minimum lot area of 0.8 hectares.

6. That a new Section be added after Section 6.52 as follows:

That Section 6.53 – Secondary Dwelling Units on Shoreline Properties of By-law 06-650, as amended, be added as follows:

Notwithstanding Section 6.41 e), on an existing lot greater or equal to one and six tenths (1.6) hectares in the R1, R2 and R3 Zones, one sleeping cabin containing a bathroom or

kitchen may be permitted, in addition to one Secondary Dwelling Unit provided that the Secondary Dwelling Unit is connected to approved independent, onsite water supply and sewage disposal systems. The Secondary Dwelling Unit and the associated water supply and sewage disposal systems shall be located on the lot such that a lot containing the Secondary Dwelling Unit and water supply and sewage disposal systems can be severed from a lot containing the Secondary Dwelling Unit and associated water supply and sewage disposal systems with the severed and retained lots and buildings conforming to the lot size, lot frontage, building setback standards and all other relevant standards of this By-law.

For the purposes of calculating the number of sleep cabins on a lot, a boathouse with sleeping accommodations, is deemed to be a sleep cabin.

For the purpose of complying with the provisions of this section, the severed Secondary Dwelling Unit shall be deemed to be the main building on the new lot and shall conform to the standards for a main building on a lot.

Sleep cabins or Secondary Dwelling Units shall not be used to accommodate guests as part of a bed and breakfast establishment. (By-law 13-1121)

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Dan O'Mara, Mayor

\_\_\_\_\_  
Suzie Fournier, Municipal Clerk

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 20-1525**

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### **Being a By-Law to confirm the proceedings of Council of the Corporation of the Municipality of Temagami**

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**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by By-Law.

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the October 08, 2020 Regular meeting of Council are hereby adopted and confirmed, as if the same were expressly embodied in this By-Law.
2. **THAT** the Mayor and proper officials of The Corporation of the Municipality of Temagami are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Municipality of Temagami during the said meetings referred to in paragraph 1 of this By-Law.
3. **THAT** the Mayor and the Treasurer/Administrator or Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-Law and to affix the Corporate Seal of The Corporation of the Municipality of Temagami to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 08th day of October, 2020.

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Mayor

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Clerk