

Guelph City Council

Revised Meeting Agenda



Monday, November 23, 2020, 5:30 p.m.

Remote meeting live streamed
on guelph.ca/live

Changes to the original agenda are noted with an asterisk "*".

Pages

1. Notice of Electronic Participation

1.1. City Council

This meeting will be held by Electronic Participation in accordance with City of Guelph Procedural By-Law (2020)-20515.

*2. Call to Order - 5:30 p.m.

2.1. Disclosure of Pecuniary Interest and General Nature Thereof

3. Authority to move into closed meeting

Recommendation:

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to the Municipal Act, to consider:

3.1. Disclosure of Pecuniary Interest and General Nature Thereof

3.2. Confirmation of Minutes for the closed Special Council meeting held July 15, 2020, closed Council meetings held July 20 and August 24 and Committee of the Whole meeting held October 5, 2020.

3.3. November 2020 Public Appointments to Advisory Committees, Boards, Agencies, Commissions, Associations - 2020-135

Section 239 (2)(b) of the Municipal Act relating to personal matters about an identifiable individual, including municipal or local board employees.

*3.4. 2021 Budget and Union Considerations

Section 239 (2)(d) of the Municipal Act, relating to labour relations or employee negotiations.

4. Open Meeting – 6:30 p.m.

4.1. O Canada

4.2. Silent Reflection

4.3. First Nations Acknowledgement

4.4. Closed Meeting Summary

5. Confirmation of Open Minutes

8

(Councillor Allt)

Recommendation:

That the minutes of the open Council Meetings held October 7, 13, 19 and 26 2020, and Committee of the Whole meeting held October 5, 2020, be confirmed as recorded and without being read.

6. Committee of the Whole Consent Report

The following resolutions have been prepared to facilitate Council's consideration of various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Committee of the Whole Consent Report, please identify the item. It will be extracted and dealt with separately as part of the Items for Discussion.

6.1. City of Guelph Staff Nomination to AMO Board of Directors - Large Urban Caucus Staff Vacancy - 2020-186

60

Recommendation:

1. That Council support the Expression of Interest of Stephen O'Brien, General Manager, City Clerk's Office / City Clerk, to serve as a municipal employee member of the Large Urban Caucus of the Association of Municipalities of Ontario's Board of Directors for the 2020-2022 Board term.
2. That the City assume the costs of staff participation on the Association of Municipalities of Ontario's Board should the Expression of Interest be successful.
3. That Council direct Intergovernmental Services staff to support the City Clerk's participation if selected to serve on the Association of Municipalities of Ontario's Board.
4. That staff be directed to provide a letter indicating Council's support as part of the Expression of Interest to be sent to the Association of Municipalities of Ontario.

6.2. Corporate Records Retention By-Law Amendment - 2020-156

64

Recommendation:

1. That the amended Corporate Records Retention By-law dated November 2, 2020, included as Attachment-2 to this report, be approved.

6.3. 2020 Corporate Asset Management Plan and Progress Report - 2020-161

173

Recommendation:

1. That the 2020 Corporate Asset Management Plan dated November 2, 2020 be approved.

7. Council Consent Agenda

The following resolutions have been prepared to facilitate Council's consideration of various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Agenda, please identify the item. It will be extracted and dealt with separately as part of the Items for Discussion.

Recommendation:

1. That _____ and _____ be reappointed to the Accessibility Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
2. That _____ and _____ be reappointed to the Art Gallery of Guelph Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
3. That _____ be appointed to the Committee of Adjustment for a term ending November, 2022 or until such time as a successor is appointed.
4. That the Downtown Advisory Committee be paused, and no meetings be held, or members appointed, pending completion of the economic development strategy.
5. That _____, _____, _____, _____ and _____ be reappointed to the Economic Development Advisory Committee for a term ending November, 2021 or until the completion of the economic development strategy.
6. That _____, _____, _____ and _____ be appointed to the Economic Development Advisor Committee for a term to commence January, 2021 and ending November, 2021, or until the completion of the economic development strategy.
7. That the following individuals be reappointed to the Board of Trustees of the Elliott as follows:
 - a. _____, term ending November 30, 2021;
 - b. _____, term ending November 30, 2022; and
 - c. _____, term ending November 30, 2023; or until such time as a successor is appointed.
8. That _____ be reappointed to the Heritage Guelph Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
9. That _____ and _____ be reappointed to the Guelph Museums Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
10. That _____ be appointed to the Guelph Museums Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.

11. That _____ be reappointed to the Planning Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
12. That _____ be appointed to the Planning Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
13. That _____ be reappointed to the Public Art Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
14. That _____ be appointed to the Public Art Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
15. That _____ be reappointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November, 2022 or until such time as a successor is appointed.
16. That _____ be reappointed to the Tourism Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
17. That _____ and _____ be reappointed to the Transit Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
18. That _____ be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
19. That _____ and _____ be appointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
20. That _____ and _____ be appointed to the Waste Resource Innovation Centre Public Liaison Committee for a term ending November, 2021 or until such time as a successor is appointed.
21. That staff be directed to conduct further recruitment for any advisory committees, local boards, agencies, commissions and associations that have remaining vacancies.

8. Items for Discussion

The following items have been extracted from the Committee of the Whole Consent Report and the Council Consent Agenda and will be considered separately. These items have been extracted either at the request of a member of Council or because they include a presentation and/or delegations.

Recommendation:

1. That the City Council Appointment Procedures, included as Attachment-1 to the November 23, 2020 report titled 2020-2022 City Council Appointments, be approved.

2. That staff be directed to amend by-law (2014)-19694 establishing the Downtown Guelph Business Association Board of Directors to include the mandatory appointment of one councillor elected in ward one, two or three and one councillor elected in ward four, five or six to the Downtown Guelph Business Association Board of Directors.

Audit

3. That Councillor _____ be appointed as Committee of the Whole Audit Services chair for a term ending November 15, 2022.

4. That Councillor _____ be appointed as Committee of the Whole Audit Services vice-chair for a term ending November 15, 2022.

Corporate Services

5. That Councillor _____ be appointed as Committee of the Whole Corporate Services chair for a term ending November 15, 2022.

6. That Councillor _____ be appointed as Committee of the Whole Corporate Services vice-chair for a term ending November 15, 2022.

Infrastructure, Development and Enterprise

7. That Councillor _____ be appointed as Committee of the Whole Infrastructure, Development and Enterprise Services chair for a term ending November 15, 2022.

8. That Councillor _____ be appointed as Committee of the Whole Infrastructure, Development and Enterprise Services vice-chair for a term ending November 15, 2022.

Public Services

9. That Councillor _____ be appointed as Committee of the Whole Public Services chair for a term ending November 15, 2022.

10. That Councillor _____ be appointed as Committee of the

Whole Public Services vice-chair for a term ending November 15, 2022.

Committee of Management for the Elliott

11. That Councillor _____ be appointed as the Committee of Management for the Elliott chair for a term ending November 15, 2022.

12. That Councillor _____ be appointed as the Committee of Management for the Elliott vice-chair for a term ending November 15, 2022.

9. Special Resolutions

***10 By-laws**

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(Councillor Billings)

Recommendation:

That By-laws Numbered (2020)-20543 to (2020)-20545 are hereby passed.

***10.1. By-Law Number (2020)-20543 222**

A By-law to establish a schedule of retention periods for City business records and to repeal By-law Number (2018)-20288.

***10.2. By-Law Number (2020)-20544 327**

A By-law to amend Bylaw Number (2002) – 17017 – Traffic By-law.

***10.3. By-Law Number (2020)-20545 385**

A by-law to confirm proceedings of a meeting of Guelph City Council held November 23, 2020.

11. Mayor's Announcements

Please provide any announcements, to the Mayor in writing, by 12 noon on the day of the Council meeting.

12. Adjournment



Minutes of Guelph City Council

**October 7, 2020, 6:00 p.m.
Remote meeting live streamed
on guelph.ca/live**

Council:

Mayor C. Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor L. Caron
Councillor C. Downer
Councillor D. Gibson
Councillor R. Goller
Councillor J. Gordon
Councillor J. Hofland
Councillor M. MacKinnon
Councillor D. O'Rourke
Councillor M. Salisbury

Staff:

S. Stewart, Chief Administrative Officer
C. Clack-Bush, Deputy Chief Administrative Officer, Public Services
K. Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services
T. Lee, Deputy Chief Administrative Officer, Corporate Services
A. Vilkkko, General Manager, Facilities and Energy Management
T. Baker, General Manager, Finance/City Treasurer
C. Cooper, General Manager, Legal Realty and Court Services/City Solicitor
J. Krauter, Deputy Treasurer, Manager Taxation and Revenue
D. Evans, General Manager, Culture and Recreation
J. Regan, General Manager, Business Development and Enterprises

K. Vanderwal, Manager, Technical Services
B. Ho-Yan, Manager, Corporate Energy and Climate Change
L. Briggs, Manager, Recreation Services
S. Guy, Project Manager, Special Projects
S. O'Brien, General Manager, City Clerk's Office/City Clerk
L. Cline, Council and Committee Coordinator
D. Tremblay, Council and Committee Coordinator

Also Present: Robert Allen, MJMA Consulting
Matt Peddie, MJMA Consulting
Jonathan Westeinde, Windmill Development Group Ltd.
Duncan Bates, Diamond Schmitt
Megan Torza, DTAH
Alex Speigel, Windmill Development Group Ltd.
Steve Kraft, Chief Executive Officer, Guelph Public Library
Scott Butler, Chair, Guelph Public Library

2. Call to Order

Mayor Guthrie called the meeting to order. (6:00 p.m.)

3. Open Meeting

3.4 Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

4. Items for Discussion

4.1 South End Community Centre Project Update - 2020-141

The following delegation spoke:

Susan Watson

Moved By Councillor MacKinnon

Seconded By Councillor O'Rourke

1. That the South End Community Centre as presented in Report 2020-141 dated October 5, 2020 be approved at a cost of \$80 million and reflected in the 2021 capital budget.
2. That construction begin in 2022 and any change in capital cost, resulting from final site plan, early competitive procurement

processes and considerations of impacts of COVID on facility and programming design, be included in the 2022 capital budget.

3. That staff be directed to phase-in the estimated annual operating cost of \$2.4 million as part of the 2021-2024 operating budget and forecast.
4. That the Public Art component of the South End Community Centre budget totaling \$400,000 be separated and shown in the 2023 capital forecast contingent upon funding being available from the future Community Benefit Charge Bylaw expected by September 2022.

It was requested that the clause 4 be voted on separately.

Moved By Councillor MacKinnon

Seconded By Councillor O'Rourke

1. That the South End Community Centre as presented in Report 2020-141 dated October 5, 2020 be approved at a cost of \$80 million and reflected in the 2021 capital budget.
2. That construction begin in 2022 and any change in capital cost, resulting from final site plan, early competitive procurement processes and considerations of impacts of COVID on facility and programming design, be included in the 2022 capital budget.
3. That staff be directed to phase-in the estimated annual operating cost of \$2.4 million as part of the 2021-2024 operating budget and forecast.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (1): Councillor Bell

Carried (12 to 1)

Moved By Councillor MacKinnon

Seconded By Councillor O'Rourke

4. That the Public Art component of the South End Community Centre budget totaling \$400,000 be separated and shown in the 2023 capital

forecast contingent upon funding being available from the future Community Benefit Charge Bylaw expected by September 2022.

Voting in Favour: (5): Mayor Guthrie, Councillor Billings, Councillor Goller, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (8): Councillor Allt, Councillor Bell, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Gordon, Councillor Hofland, and Councillor Salisbury

Defeated (5 to 8)

4.2 Baker District - Project Update - 2020-148

The following delegations spoke:

Carley Klassen

Marty Williams

David Douglas

Tanja Gervaeert

Tom Deligiannis

Lin Grist

Ron East

Susan Watson

Virginia Gilliam

Morgan Dandie-Hannah

Diane Hurst

The following delegations did not speak:

Gord Riddle

Zeve Gedalof

Council recessed at 8:55 p.m. and resumed at 9:06 p.m.

Moved By Councillor Downer

Seconded By Councillor Gordon

1. That the recommendation to proceed with the detailed development design for the alternative option site layout for the Baker District Redevelopment Project as outlined in this report be approved.
2. That \$16.6 million for site servicing, environmental/archeological remediation and the outdoor public space for the Baker District be approved and reflected in the 2021 budget.

3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved at a cost of \$62.0 million, and Council approve an increase of 0.39% impact to the tax levy starting in 2021 and remain in place for 20 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.
4. That staff be directed to maximize the number of public parking spaces in the south block and pursue sharing agreements for parking in the north block and seek budget approval as part of the 2022 budget process.
5. That staff be directed to phase in the estimated annual tax supported operating cost of the public components of the Baker District, totaling \$3.5 million, as part of the 2021-2024 operating budget and forecast.
6. That the Guelph Public Library Board report back to Council with a detailed operating budget projection by June 2021 based upon updated design and service delivery reconsiderations resulting from COVID-19.
7. That staff proceed with revising the Urban Design Master Plan (UDMP), share a virtual presentation with the community to outline the changes and collect final comments for Council's consideration.

First Amendment

Moved By Councillor Downer

Seconded By Councillor Caron

That paragraphs 3 and 6 be amended as follows:

3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved **up to** at a cost of \$62.0 million, and Council approve an increase of 0.39% impact to the tax levy, **to be phased in over 3 years**, starting in 2021 and remain in place for 20 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated

design and service delivery reconsiderations as a result of COVID-19.6. That the Guelph Public Library Board **be requested to** report back to Council with a detailed operating **and capital forecast by June 2021** based upon **finalized detailed** design, and **potential** service delivery reconsiderations resulting from COVID-19 **with the associated cost implications being incorporated into the multi-year, phased-in funding plan through the annual budget process.**

That paragraph 8 be added as follows:

8. That City staff be directed and a request be made to the Guelph Public Library Board of Directors to seek alternative funding opportunities that may include but are not limited to: the Community Benefit Charge; increase development charge availability through an updated DC Study; other level of government grants; a library capital donation / sponsorship campaign; and partnerships to minimize the 0.39% tax levy impact, with a report back to Council in advance of the 2023 budget.

**Amendment:
to the First Amendment**

Moved By Councillor O'Rourke

Seconded By Councillor Billings

3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved up to at a cost of \$62.0 million, and Council approve an increase of **up to** 0.39% impact to the tax levy, to be phased in over 3 years, starting in 2021 and remain in place for 20 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Second Amendment to the First Amendment

Moved By Councillor Downer

Seconded By Councillor Hofland

3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved up to at a cost of \$62.0 million, and Council approve an increase of up to 0.39% impact to the tax levy, to be phased in over 3 years, starting in 2021 and remain in place for **21** years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (1): Councillor MacKinnon

Carried (12 to 1)

The amended clauses were voted on separately.

Clause 3 - As Amended

Moved By Councillor Downer

Seconded By Councillor Caron

3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved up to at a cost of \$62.0 million, and Council approve an increase of up to 0.39% impact to the tax levy, to be phased in over 3 years, starting in 2021 and remain in place for 21 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.

Voting in Favour: (9): Councillor Allt, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (4): Mayor Guthrie, Councillor Bell, Councillor Billings, and Councillor Gibson

Carried (9 to 4)

Clause 6

Moved By Councillor Downer

Seconded By Councillor Caron

6. That the Guelph Public Library Board be requested to report back to Council with a detailed operating and capital forecast based upon finalized detailed design, and potential service delivery reconsiderations resulting from COVID-19 with the associated cost implications being incorporated into the multi-year, phased-in funding plan through the annual budget process.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (1): Councillor Bell

Carried (12 to 1)

Clause 8

Moved By Councillor Downer

Seconded By Councillor Caron

8. That City staff be directed and a request be made to the Guelph Public Library Board of Directors to seek alternative funding opportunities that may include but are not limited to: the Community Benefit Charge; increase development charge availability through an updated DC Study; other level of government grants; a library capital donation / sponsorship campaign; and partnerships to minimize the 0.39% tax levy impact, with a report back to Council in advance of the 2023 budget.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Second Amendment

Moved By Councillor Gibson

Seconded By Councillor Billings

That the following amendment be made to clause 5:

5. That staff be directed to phase in the estimated annual tax supported operating cost of the public components of the Baker District, totaling **up to** \$3.5 million, as part of the 2021-2024 operating budget and forecast.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Third Amendment

Moved By Councillor Bell

Seconded By Councillor Gibson

That clause 3 be replaced with the following:

3. That the construction of an library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved at a cost of \$43.0 million, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19."

5. Authority to Resolve into a Closed Meeting

Closed Meeting (9:45 p.m.)

Moved By Councillor Allt

Seconded By Councillor Goller

That Council now hold a meeting that is closed to the public, pursuant to Section 239(2)(f) of the Municipal Act, being advice that is subject to solicitor-client privilege, including communications necessary for that purpose, to discuss legal and reputational considerations relating to the Baker Street Project Update.

Voting in Favour: (11): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (2): Councillor Gibson, and Councillor MacKinnon

Carried (11 to 2)

6. Open Meeting

The Mayor called the meeting to Order (9:57 p.m.)

6.1 Closed Meeting Summary

The Mayor advised that Council received information regarding the Baker Street Project Update and no direction was provided to staff.

6.2 Baker Street Project Update -2020-148

Third Amendment

Moved By Councillor Bell

Seconded By Councillor Gibson

That Clause 3 be replaced with the following:

3. That the construction of a library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved at a cost of \$43.0 million, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.

Point of Order

Councillor Allt raised a point of order stating that the amount of \$43 million was contrary to the square footage of 88,000 noted in paragraph 3.

The Mayor ruled that the motion was in order.

Councillor Downer appealed the Mayors ruling and requested that Council vote on the appeal.

Chairs Ruling

Moved By Councillor Downer

Seconded By Councillor Billings

That the Mayors procedural ruling that the amendment to clause 3 is in order.

Voting in Favour: (6): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Gibson, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (7): Councillor Allt, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, and Councillor Salisbury

Defeated (6 to 7)

Suspend Procedural By-Law

Moved By Councillor Caron

Seconded By Councillor Allt

That the Procedural By-Law be suspended to allow Council to continue beyond 11:00 p.m.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Main Motion As Amended

Moved By Councillor Downer

Seconded By Councillor Gordon

1. Detailed development design for the alternative option site layout for the Baker District Redevelopment Project as outlined in this report be approved.
2. That \$16.6 million for site servicing, environmental/archeological remediation and the outdoor public space for the Baker District be approved and reflected in the 2021 budget.
3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved up to at a cost of \$62.0

million, and Council approve an increase of up to 0.39% impact to the tax levy, to be phased in over 3 years, starting in 2021 and remain in place for 21 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.

4. That staff be directed to maximize the number of public parking spaces in the south block and pursue sharing agreements for parking in the north block and seek budget approval as part of the 2022 budget process.
5. That staff be directed to phase in the estimated annual tax supported operating cost of the public components of the Baker District, totaling up to \$3.5 million, as part of the 2021-2024 operating budget and forecast.
6. That the Guelph Public Library Board be requested to report back to Council with a detailed operating and capital forecast based upon finalized detailed design, and potential service delivery reconsiderations resulting from COVID-19 with the associated cost implications being incorporated into the multi-year, phased-in funding plan through the annual budget process.
7. That staff proceed with revising the Urban Design Master Plan (UDMP), share a virtual presentation with the community to outline the changes and collect final comments for Council's consideration.
8. That City staff be directed and a request be made to the Guelph Public Library Board of Directors to seek alternative funding opportunities that may include but are not limited to: the Community Benefit Charge; increase development charge availability through an updated DC Study; other level of government grants; a library capital donation / sponsorship campaign; and partnerships to minimize the 0.39% tax levy impact, with a report back to Council in advance of the 2023 budget.

The clause were voted on separately.

Main Motion as Amended - Clause 1

Moved By Councillor Downer

Seconded By Councillor Gordon

1. That the recommendation to proceed with the detailed development design for the alternative option site layout for the Baker District Redevelopment Project as outlined in this report be approved

Voting in Favour: (8): Councillor Alt, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (5): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Gibson, and Councillor MacKinnon

Carried (8 to 5)

Main Motion as Amended - Clause 2

Moved By Councillor Downer

Seconded By Councillor Gordon

2. That \$16.6 million for site servicing, environmental/archeological remediation and the outdoor public space for the Baker District be approved and reflected in the 2021 budget.

Voting in Favour: (9): Councillor Alt, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (4): Mayor Guthrie, Councillor Bell, Councillor Billings, and Councillor Gibson

Carried (9 to 4)

Main Motion As Amended - Clause 3

Moved By Councillor Downer

Seconded By Councillor Gordon

3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved up to at a cost of \$62.0 million, and Council approve an increase of up to 0.39% impact to the tax levy, to be phased in over 3 years, starting in 2021 and remain in place for 21 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.

Voting in Favour: (8): Councillor Allt, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (5): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Gibson, and Councillor MacKinnon

Carried (8 to 5)

Main Motion as Amended - Clause 4

Moved By Councillor Downer

Seconded By Councillor Gordon

4. That staff be directed to maximize the number of public parking spaces in the south block and pursue sharing agreements for parking in the north block and seek budget approval as part of the 2022 budget process.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (1): Councillor Bell

Carried (12 to 1)

Main Motion As Amended - Clause 5

Moved By Councillor Downer

Seconded By Councillor Gordon

5. That staff be directed to phase in the estimated annual tax supported operating cost of the public components of the Baker District, totaling up to \$3.5 million, as part of the 2021-2024 operating budget and forecast.

Voting in Favour: (8): Councillor Allt, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (5): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Gibson, and Councillor MacKinnon

Carried (8 to 5)

Main Motion as Amended - Clause 6

Moved By Councillor Downer

Seconded By Councillor Gordon

6. That the Guelph Public Library Board be requested to report back to Council with a detailed operating and capital forecast based upon finalized detailed design, and potential service delivery reconsiderations resulting from COVID-19 with the associated cost implications being incorporated into the multi-year, phased-in funding plan through the annual budget process.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Main Motion as Amended - Clause 7

Moved By Councillor Downer

Seconded By Councillor Gordon

7. That staff proceed with revising the Urban Design Master Plan (UDMP), share a virtual presentation with the community to outline the changes and collect final comments for Council's consideration.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Main Motion as Amended - Clause 8

Moved By Councillor Downer

Seconded By Councillor Gordon

8. That City staff be directed and a request be made to the Guelph Public Library Board of Directors to seek alternative funding opportunities that may include but are not limited to: the Community Benefit Charge; increase development charge availability through an updated DC Study; other level of government grants; a library capital donation / sponsorship campaign; and partnerships to minimize the

0.39% tax levy impact, with a report back to Council in advance of the 2023 budget.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

New Motion

Moved By Councillor Hofland

Seconded By Councillor Allt

1. That, as part of the Urban Design Master Plan (UDMP) engagement process, City Council direct staff to host an information session exclusively for downtown business owners and/or property owners to outline the changes to the UDMP and collect their comments and suggestions; and
2. That staff co-ordinate this session with the Downtown Business association and report back by Q2 2021.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

7. Special Resolution

Moved By Councillor Gibson

Seconded By Councillor Goller

That staff be directed to include an additional, up to \$1,500,000, of capital budget funding has been approved for planning, site design and professional fees in order to continue with the next steps for the Baker District Redevelopment Project to the end of March 2021, and that this be funded from tax supported debt previously reserved for land purchases within the Baker District.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

8. By-Laws

Moved By Councillor O'Rourke
Seconded By Councillor Allt

That by-law number (2020)-20530 is hereby passed.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

9. Adjournment

Moved By Councillor Billings
Seconded By Councillor Caron

That the meeting be adjourned. (11:35 p.m.)

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Mayor Guthrie

Stephen O'Brien - City Clerk



Minutes of Guelph City Council

**October 13, 2020, 6:30 p.m.
Remote meeting live streamed
on guelph.ca/live**

Council:

Mayor C. Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor L. Caron
Councillor C. Billings
Councillor C. Downer
Councillor D. Gibson
Councillor R. Goller
Councillor J. Gordon
Councillor J. Hofland
Councillor M. MacKinnon
Councillor D. O'Rourke
Councillor M. Salisbury

Staff:

C. Clack-Bush, Deputy Chief Administrative Officer, Public Services
K. Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services
K. Walkey, General Manager, Planning and Building Services
M. Aldunate, Manager, Policy Planning and Urban Design
C. DeVriendt, Manager, Development Planning
K. Nasswetter, Senior Development Planner
M. Witmer, Senior Development Planner
S. Robinson, Senior Heritage Planner
D. McMahon, Manager, Legislative Services / Deputy City Clerk
L. Cline, Council and Committee Coordinator
D. Tremblay, Council and Committee Coordinator

2. Call to Order

Mayor Guthrie called the meeting to order. (6:30 p.m.)

2.4 Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

3. Council Consent Agenda

The following reports were extracted:

Pandemic Response - By-Law Exemption 2020-167

Moved By Councillor Gibson

Seconded By Councillor MacKinnon

That the balance of the October 13, 2020 Council Consent Reports as identified below, be adopted:

3.1 68 Albert Street - Heritage Permit HP20-0005 - 2020-144

1. That heritage permit application HP20-0005 be approved to allow the construction of a new detached rear yard garage at 68 Albert Street.

3.2 Request for an Extension of Draft Plan of Subdivision 23T-11503 635 Woodlawn Rd. E - 2020-151

1. That in accordance with Section 51(33) of the Planning Act, the application by Astrid J. Clos Planning Consultants on behalf of the owners, Terra View Custom Homes Ltd. and Lambden Farm Trust for an extension to Draft Plan of Subdivision 23T-11503 approval, municipally known as 635 Woodlawn Road East be approved with a five (5) year lapsing date to November 18, 2025, subject to the original draft plan conditions approved by the former Ontario Municipal Board in its Decision/Order, issued on November 18, 2015 contained in Attachment 4 of Infrastructure, Development and Enterprise Services Report 2020-151, dated October 13, 2020.
2. That in accordance with Section 51(45) of the Planning Act, administrative and technical revisions have been made to draft plan conditions approved by the former Ontario Municipal Board in its Decision/Order, issued on November 18, 2015 to update standard wording and new service area names and staff titles,

update By-law numbers and allow transition to the City's assumption model.

3. That in accordance with Section 51(47) of the Planning Act, City Council has determined that no public notice is required as changes to the draft plan conditions are administrative and technical in nature and are therefore considered to be minor.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor Salisbury

Carried (12 to 0)

3.3 Pandemic Response – By-law Exemption - 2020-167

Main Motion

Moved By Councillor Downer

Seconded By Councillor Hofland

1. That Council enact the attached draft amending bylaw, amending the City's Parkland Dedication Bylaw 2019-20366 ("PDBL") to add to the exempt categories "Industrial or Commercial Development or Redevelopment that has as its principal purpose compliance with the recommendations of public health in respect of physical distancing, screening and/or testing for COVID-19, and/or the production of urgently required safety equipment and supplies for the primary purpose of supplying the local, provincial, national, and/or international response to the COVID-19 pandemic."

Amendment

Moved By Councillor Downer

Seconded By Councillor Goller

1. That Council enact the attached draft amending bylaw, amending the City's Parkland Dedication Bylaw 2019-20366 ("PDBL") to add to the exempt categories "Industrial or Commercial Development or Redevelopment that has as its principal purpose compliance with the recommendations of public health in respect of physical distancing, screening and/or testing for COVID-19, and/or the production of urgently required safety equipment and supplies for the primary purpose of supplying the local, provincial, national, and/or international response to the COVID-19 pandemic **and that staff report quarterly on exemptions granted.**

Voting in Favour: (10): Mayor Guthrie, Councillor Allt, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor MacKinnon, and Councillor Salisbury

Voting Against: (2): Councillor Bell, and Councillor Hofland

Carried (10 to 2)

Main Motion as Amended

Moved By Councillor Downer

Seconded By Councillor Hofland

1. That Council enact the attached draft amending bylaw, amending the City's Parkland Dedication Bylaw 2019-20366 ("PDBL") to add to the exempt categories "Industrial or Commercial Development or Redevelopment that has as its principal purpose compliance with the recommendations of public health in respect of physical distancing, screening and/or testing for COVID-19, and/or the production of urgently required safety equipment and supplies for the primary purpose of supplying the local, provincial, national, and/or international response to the COVID-19 pandemic and that staff report quarterly on exemptions granted.

Voting in Favour: (9): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Hofland, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (4): Councillor Allt, Councillor Caron, Councillor Gordon, and Councillor Salisbury

Carried (9 to 4)

4. Public Meeting to Hear Applications Under Sections 17, 34 and 51 of The Planning Act

4.1 Public Meeting 66 Duke Street Proposed Official Plan and Zoning By-law Amendments 0ZS20-008- 2020-134

Katie Nasswetter, Senior Development Planner, summarized the proposed application including location, surrounding land uses and details on the current official plan and zoning designations and requested specialized zoning and official plan amendments.

Barbara Mann expressed concerns regarding traffic and parking.

Scott Frederick expressed concerns regarding parking and increased demands for the provision of transit services.

Chris Pidgeon, GSP Group, spoke as Agent for the owner and applicant and provided an overview of the proposed application, existing official planning and zoning by-law designations and requested official plan and zoning by-law amendments. He provided highlights of the various technical reports and details contained in the Parking Justification Report. He summarized information on feedback received at a meeting held by the owner of the property in November 2018.

Mike Barber expressed concerns regarding parking, protection of trees and area residents privacy.

Council recessed at 8:03 p.m. to allow time for delegations to call into the remote meeting to speak to the item. Council reconvened at 8:12 p.m.

Moved By Councillor Billings
Seconded By Councillor Allt

1. That report 2020-134 regarding proposed Official Plan Amendment and Zoning By-law Amendment applications (File OZS20-008) by GSP Group Inc., on behalf of the owner, IT Enterprises Inc., to permit a 22 unit, four storey apartment building on the lands municipally known as 66 Duke Street and legally described as Part of Lots 86, 87 & 88, Registered Plan 161, City of Guelph, from Infrastructure, Development and Enterprise dated October 13, 2020, be received.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

4.2 Statutory Public Meeting Report - 520 Speedvale Avenue East File OZS20-006 - 2020-130

Council recessed at 8:30 p.m. and reconvened at 8:38 p.m.

Michael Witmer, Senior Development Planner, provided a summary of the proposed application, including location, existing official plan and requested official plan amendments and existing zoning by-law

designations and summarized the requested specialized zoning regulations.

Astrid Clos, agent for the applicant provided a summary of the proposed application including the surrounding lands uses and location within a low-density residential area. She provided information on the existing zoning and specialized provisions for stacked townhouse and detailed the additional requested specialized zoning regulations. She summarized the proposed parking and common amenity areas.

Michael Watt, a developer for the proposed application, summarized the affordable housing options, impacts on neighbouring properties and requested zoning amendments. He provided details regarding private amenity space and the proposals energy conservation measures.

Keri Lindsay, an area resident, expressed opposition to the request for increase in density. She expressed concerns regarding increasing traffic, noise and light pollution. She summarized her concerns regarding the outdoor amenity spaces, limited green space and lot grading. She stated that the proposed application was not in keeping with the current neighbourhood and required modifications.

Kim Wakeford, an area resident, expressed concerns regarding the removal and re-planting of trees. She commented that the removal of the trees would permit unshaded parking areas and lack of outdoor amenities. She requested that the application remain low density and existing trees be preserved.

John Zadro, expressed concerns regarding the proposed application.

Jenny McGregor, an area resident, expressed concerns regarding increased density, surface water, snow, garbage and tree removal.

John Steggles, expressed concerns regarding the proposed zoning and official plan amendments.

Cathie Moynihan, an area resident, expressed concerns relating to traffic and parking.

Council postponed this item and tabled Agenda Item 5.1
Recommended Cultural Heritage Action Plan - 2020-143.

5. Items for Discussion

5.1 Recommended Cultural Heritage Action Plan - 2020-143

Moved By Councillor Caron
Seconded By Councillor Gibson

1. That the final draft of the Cultural Heritage Action Plan be referred back to staff for further refinement, and public/stakeholder engagement; and
2. That the revised report be brought forward to a future Committee of the Whole meeting for approval.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

6. Statutory Public Meeting Report - 520 Speedvale Avenue East File 0ZS20-006- 2020-130

Council resumed with this item.

Council recessed at 10:31 p.m. to allow time for delegations to call into the remote meeting to speak to the item. Council reconvened at 10:36 p.m.

James Smith, an area resident, expressed concerns regarding lack of merit of the proposed application including the lack of parking, landscape open space, poor pedestrian and vehicle access to the property. In addition, he expressed concerns regarding information contained in the traffic impact study.

Extension of Meeting per Procedure By-Law

Moved By Councillor MacKinnon
Seconded By Councillor Goller

That Section 4.13 (a) and (b) of the Procedural By-Law be invoked to allow Council to continue to 11:59 p.m.

Voting in Favour: (10): Mayor Guthrie, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (3): Councillor Allt, Councillor Hofland, and Councillor Salisbury

Carried (10 to 3)

Main Motion

Moved By Councillor Hofland

Seconded By Councillor O'Rourke

1. That Report 2020-130 regarding proposed Official Plan Amendment and Zoning By-law Amendment applications (File OZS20-006) by Astrid J. Clos Planning Consultants, on behalf of the owner, 2601265 Ontario Inc., to permit a cluster townhouse development with 64 stacked, back-to-back units on the lands municipally known as 520 Speedvale Avenue East and legally described as Block B, Plan 602, City of Guelph, from Infrastructure, Development and Enterprise dated October 13, 2020, be received.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

7. By-laws

Moved By Councillor O'Rourke

Seconded By Councillor Hofland

That By-law Numbers (2020)-20531 to (2020)-20534 are hereby passed.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

9. Adjournment

Moved By Councillor Billings

Seconded By Councillor O'Rourke

That the meeting be adjourned. (11:06 p.m.)

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

Mayor Guthrie

Dylan McMahon - Deputy City Clerk



Minutes of Guelph City Council

**October 19, 2020, 6:00 p.m.
Remote meeting live streamed
on guelph.ca/live**

Council:	Mayor C. Guthrie Councillor P. Allt Councillor B. Bell Councillor C. Billings Councillor L. Caron Councillor C. Downer Councillor D. Gibson Councillor R. Goller Councillor J. Gordon Councillor M. MacKinnon Councillor D. O'Rourke Councillor M. Salisbury
Absent:	Councillor J. Hofland
Staff:	S. Stewart, Chief Administrative Officer C. Clack-Bush, Deputy Chief Administrative Officer, Public Services K. Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services T. Lee, Deputy Chief Administrative Officer, Corporate Services K. Walkey, General Manager, Planning and Building Services M. Aldunate, Manager, Policy Planning and Urban Design N. Goss, Planner III, Senior Policy Planner J. Downham, Planner III, Policy and Analytics D. McMahon, Manager, Legislative Services / Deputy City Clerk J. da Silva, Council and Committee Assistant D. Tremblay, Council and Committee Coordinator

Also Present: James Knott, LURA Consulting
Susan Hall, LURA Consulting
Michelle Diplock, LURA Consulting
Patrick Kennedy, Dillon Consulting

2. Call to Order

Mayor Guthrie called the meeting to order. (6:00 p.m.)

2.1 Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

3. Shaping Guelph Growth Management Strategy - Residential Intensification, 2020-150

Krista Walkey, General Manager, Planning and Building Services, provided opening comments.

3.2 Background Presentation

Melissa Aldunate, Manager, Policy Planning and Urban Design provided introductions, purpose of workshop and details regarding the Growth Plan and targets for the built-up areas. She summarized key items and amendments and information contained in the 2019 Growth Monitoring Report.

Natalie Goss, Planner III, Senior Policy Planner, summarized the municipal comprehensive review timeline. She provided details regarding survey results of the residential intensification community engagement and summarized policies related to growth contained in the current official plan policies.

Jason Downham, Planner III, Policy Analytics, provided a summary of the city's historical growth patterns.

3.3 Workshop Discussions

Susan Hall, LURA Consulting, lead Council through workshop discussions on three topics.

Topic 1 - Where housing should be directed in the built-up Areas

Jason Downham, Planner III, Policy and Analytics, provided information with respect to this topic.

James Knott, LURA Consulting provided a summary of the community survey responses.

Topic 2 - How much housing in different areas of built-up Areas

James Knott, LURA Consulting, provided a summary of the community survey responses to three options, Option 1- more downtown; Option 2- more in nodes and corridors and Option 3-more throughout the built-up area.

Topic 3 - Maximum building heights in the built-up Areas

James Knott, LURA Consulting, provided a summary of the community survey responses to scenarios for nodes, corridors, downtown building heights and low density neighbourhoods.

3.4 Wrap-up and Next Steps

Natalie Goss, Planner III, Senior Policy Planner, provided a summary of the next steps including further community engagement opportunities in November and December 2020.

Krista Walkey, General Manager, Planning and Building Services provided closing remarks.

Moved By Councillor Billings
Seconded By Councillor Downer

That Council receive the Shaping Guelph Growth Management Strategy - Residential Intensification Council Workshop presentation.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (12 to 0)

4. Adjournment

Moved By Councillor Salisbury
Seconded By Councillor Caron

That the meeting be adjourned. (8:01 p.m.)

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (12 to 0)

Mayor Guthrie

Dylan McMahon - Deputy City Clerk



Minutes of Guelph City Council

**October 26, 2020, 6:30 p.m.
Remote meeting live streamed
on guelph.ca/live**

Council:

Mayor C. Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor L. Caron
Councillor C. Downer
Councillor D. Gibson
Councillor R. Goller
Councillor J. Gordon
Councillor J. Hofland
Councillor M. Salisbury
Councillor M. MacKinnon
Councillor D. O'Rourke

Staff:

S. Stewart, Chief Administrative Officer
C. Clack-Bush, Deputy Chief Administrative Officer, Public Services
K. Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services
T. Lee, Deputy Chief Administrative Officer, Corporate Services
T. Baker, General Manager, Finance/City Treasurer
C. Cooper, General Manager, Legal Realty and Court Services/City Solicitor
D. Evans, General Manager, Culture, Tourism and Community Investment
K. Walkey, General Manager, Planning and Building Services
S. O'Brien, General Manager, City Clerk's Office/City Clerk
L. Cline, Council and Committee Coordinator
D. Tremblay, Council and Committee Coordinator

1. Call to Order

Mayor Guthrie called the meeting to order (6:30 p.m.).

2. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Gibson declared an interest regarding the Supportive and Affordable Housing Update - 2020-168, specifically related to the Habitat for Humanity/Cityview Village Project, as his wife is Chair of the Board for Habitat for Humanity Wellington Dufferin Guelph.

Councillor O'Rourke declared an interest regarding the Supportive and Affordable Housing Update - 2020-168, specifically related to the Kindle Communities Project, as her husband is a member of the Kindle Communities Board.

3. Confirmation of Open Minutes

Moved By Councillor Salisbury

Seconded By Councillor Caron

That the minutes of the open Council meetings held September 14, 21, and 28, 2020, and the open Committee of the Whole meeting held September 8, 2020, be confirmed as recorded and without being read.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

4. Committee of the Whole and Council Consent Report

Moved By Councillor Downer

Seconded By Councillor Hofland

That the October 26, 2020 Committee of the Whole and Council Consent Report as identified below, be adopted:

4.1 Appointment of the External Auditor - 2020-146

1. That KPMG LLP be appointed as the external auditor for the City of Guelph for the fiscal years ending 2020 through 2024.
2. That the Treasurer be authorized to annually execute the engagement letter with KPMG LLP subject to the terms approved.

4.2 Sign By-law Variance for 292 Speedvale Avenue West - 2020-139

That the request for variance from Table 2, Row 1 of Sign By-law Number (1996)-154245, as amended, to permit one (1) internally illuminated freestanding sign with a sign area of 3.83m² and a height 1.5m above an adjacent roadway, to be 80 metres from another freestanding sign on the property of 292 Speedvale Avenue West, be approved.

4.3 Ministry of Transportation Connecting Links Program - 2021-2022 Application - York Road Reconstruction: Stevenson Street to Victoria Road - 2020-145

1. That staff be authorized to submit an application to the Ministry of Transportation with respect to the 2021-2022 Connecting Links Program for the reconstruction of York Road from Stevenson Street to Victoria Road.
2. That staff be authorized to confirm to the Ministry of Transportation that Council:
 - a. supports of the project identified in the application;
 - b. confirms that capital funding is available for the municipal contribution component; and,
 - c. agrees that if the application is successful, the municipality will proceed with the project in accordance with the timelines specified in the application.

4.4 Draft Recommendation for the New Sign By-law - 2020-138

1. That Council direct staff to draft a new Sign By-law based on the draft recommendations outlined in Attachment 2 - Overview of Recommended Changes for the New Sign By-law and based on Councillor feedback.

4.5 Phase 2 Safe Restart Funding - Municipal Operating Relief - 2020-177

1. Council endorse the following resolution which approves seeking additional funding for Phase 2 of the municipal operating stream, subject to Treasurer confirmation that eligibility criterion have been satisfied, as part of the federal-provincial Safe Restart Agreement;

"Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces, and the cancellation of events around the world, throughout the country, our province and right here within our own community, causing additional financial cost and pressures to the City; and

Whereas in response to the significant financial impacts of COVID-19, the City has taken steps to reduce expenditures. These steps include halting all discretionary spending; employee layoffs and placement of full-time employees on declared emergency leave; halting non-critical hiring; and prioritizing capital projects; and

Whereas staff are actively advocating with municipal counterparts to higher levels of government for emergency financing to assist with the projected losses rather than depleting the City's reserves in one year; and

Whereas on July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it has secured up to \$4 billion in emergency financial assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19; and

Whereas the City's COVID-19 financial impacts projected up until December 31, 2020 surpassed the Phase 1 funding of the municipal operating stream after taking into consideration City-owned reserves and expenditure savings successfully mitigated;

Therefore be it resolved:

That, subject to Treasurer confirmation that eligibility criterion have been satisfied, Guelph City Council is seeking additional funding for Phase 2 of the municipal operating stream to support financial operating costs and pressures related to COVID-19."

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

5. Items for Discussion

5.1 Supportive and Affordable Housing Update - 2020-168

Colleen Clack-Bush, Deputy Chief Administrative Officer, Public Services, provided introductory remarks regarding the Supportive and Affordable Housing Update.

The following delegates spoke via telephone regarding this item:

Margo Davis

Bob Davis

Sheila Markle, CEO, Kindle Communities

Gregory Jones, SkyDev, part of the Skyline Group of Companies

Jeanette Brown

Kelly Postma

Bill Wootton

Lin Grist

Brittany Kent

Sarah Harwood

Marco Del Rosario

Susan Watson

Travis Raw

Cathryn Haight

Gail Hoekstra, Welcome In Drop In Centre

Council recessed at 8:39 p.m. and reconvened at 8:46 p.m.

The following delegates spoke via telephone regarding this item:

Katie McNair

Matthew Stanley, Welcome In Drop In Centre

Barb McPhee

Clyde Bond

Dominica McPherson, Guelph and Wellington Task Force for Poverty Elimination

Suzanne Swanton, Tim Welch Consulting Inc.

Tanja Gevaert

Kat Pilgrim

Councillor Gibson left the remote meeting and did not participate in the following three votes.

Councillor O'Rourke left the remote meeting and did not participate in the following vote.

Moved By Councillor Hofland
Seconded By Councillor Billings

That the Supportive Housing and Affordable Housing Update report be received.

Voting in Favour: (11): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, and Councillor MacKinnon

Carried (11 to 0)

Councillor O'Rourke rejoined the remote meeting as a participant.

Moved By Councillor Allt
Seconded By Councillor Billings

That Habitat for Humanity be permitted to pay Development Charges of \$282,631 over a six year installment plan on phase one of Cityview Affordable Homeownership Housing Project.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (12 to 0)

Moved By Councillor Allt
Seconded By Councillor Hofland

That the Mayor and Clerk be authorized to execute the six year installment plan agreement with Habitat for Humanity.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (12 to 0)

Councillor Gibson rejoined the remote meeting as a participant.

Councillor O'Rourke left the remote meeting and did not participate in the following vote.

Moved By Councillor Hofland

Seconded By Councillor Downer

That staff be directed to put resources into the processing of the Kindle Communities proposed development application to meet a 90-day timeline, once a complete application is received.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, and Councillor MacKinnon

Carried (12 to 0)

Councillor O'Rourke rejoined the remote meeting as a participant.

Moved By Councillor Hofland

Seconded By Councillor Allt

That staff be directed to put resources into the processing of the Drop-In Centre's Parkview Motel proposed development application to meet a 90-day timeline, once a complete application is received.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

Mayor Guthrie left the chair and Councillor Downer assumed the chair.

Moved By Mayor Guthrie

Seconded By Councillor Goller

That Council transfer \$630k from the social housing contingency reserve and \$370k from the tax rate operating reserve into the affordable housing reserve for a total of \$1,000,000 to be considered

by Council for future supportive housing projects within the City of Guelph.

Extension of Meeting per Procedure By-Law

Moved By Councillor Caron

Seconded By Councillor Hofland

That Section 4.13 (a) and (b) of the Procedural By-Law be invoked to allow Council to continue to 11:59 p.m.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

Referral

Moved By Councillor Allt

Seconded By Councillor Billings

That the motion be referred to the 2021 budget process.

Voting in Favour: (6): Councillor Allt, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Hofland, and Councillor O'Rourke

Voting Against: (7): Mayor Guthrie, Councillor Bell, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Salisbury, and Councillor MacKinnon

Defeated (6 to 7)

Moved By Mayor Guthrie

Seconded By Councillor Goller

That Council transfer \$630k from the social housing contingency reserve and \$370k from the tax rate operating reserve into the affordable housing reserve for a total of \$1,000,000 to be considered by Council for future supportive housing projects within the City of Guelph.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

Mayor Guthrie resumed the chair.

6. By-laws

Moved By Councillor Allt

Seconded By Councillor Hofland

That By-laws Numbered (2020)-20535 to (2020)-20537 are hereby passed.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

7. Adjournment

Moved By Councillor Downer

Seconded By Councillor Gordon

That the meeting be adjourned (11:08 p.m.).

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

Mayor Guthrie

Stephen O'Brien - City Clerk



Minutes of Committee of the Whole Meeting

**October 5, 2020, 1:00 p.m.
Remote meeting live streamed
on guelph.ca/live**

Council:

Mayor C. Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor L. Caron
Councillor C. Downer
Councillor D. Gibson
Councillor R. Goller
Councillor J. Gordon
Councillor J. Hofland
Councillor M. Salisbury
Councillor M. MacKinnon
Councillor D. O'Rourke

Staff:

S. Stewart, Chief Administrative Officer
C. Clack-Bush, Deputy Chief Administrative Officer, Public Services
K. Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services
T. Lee, Deputy Chief Administrative Officer, Corporate Services
T. Baker, General Manager, Finance/City Treasurer
D. Evans, General Manager, Culture and Recreation
J. Regan, General Manager, Economic Development and Tourism
A. Vilkkko, General Manager, Facilities and Energy Management
K. Walkey, General Manager, Planning and Building Services
J. Krauter, Manager, Taxation and Revenue/Deputy Treasurer
L. Briggs, Manager, Recreation Services

S. Guy, Project Manager, Special Projects
B. Ho-Yan, Manager, Corporate Energy and Climate Change
J. Laur, Chief Building Official
K. Vanderwal, Manager, Technical Services
B. Bond, Senior By-law Administrator
S. O'Brien, General Manager, City Clerk's Office/City Clerk
L. Cline, Council and Committee Coordinator
T. Di Lullo, Council and Committee Coordinator

Also Present: Robert Allen, MacLennan Jaunkalns Miller Architects
Duncan Bates, Diamond Schmitt Architects
Matt Peddie, MacLennan Jaunkalns Miller Architects
Megan Torza, DTAH
Jonathan Westeinde, Windmill Development Group

1. Call to Order - Mayor

Mayor Guthrie called the meeting to order (1:01 p.m.)

1.1 Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

2. Authority to move into closed meeting

Moved By Councillor Caron
Seconded By Councillor Allt

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2)(c) and (f) of the Municipal Act relating to a proposed or pending acquisition or disposition of land by the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

The following matters were considered:

2.1 Disclosure of Pecuniary Interest and General Nature Thereof

2.2 Baker District - Project Update - 2020-149

3. Open Meeting - 2:00 p.m.

Mayor Guthrie called the meeting to order (2:22 p.m.).

3.1 Closed Meeting Summary

Mayor Guthrie spoke regarding the matter discussed in closed session and identified the following:

Baker District - Project Update - 2020-149

Information was received and a special resolution will come forward at the open portion of the October 7, 2020 Special City Council meeting.

4. Staff Recognitions

Mayor Guthrie introduced and presented the following staff recognitions:

Bill Bond, Senior By-law Administrator, was recognized for receiving AMCTO's Academic Excellence Award for the highest cumulative annual grade for the Executive Diploma in Municipal Management Program.

Alexandra Marson, Stormwater Service Coordinator, Steve Miller, Lead Hand, Drainage, Steven Giesler, Drainage Operator, Geoff Allport, Vac All Operator, Greg Rogers, Drainage Operator, Cameron Robb, Drainage Operator, Philip Smith, Vac All Operator, Jason Knight, Drainage Operator, Geoff Walker, Public Works Supervisor, Mary Angelo, Manager, Infrastructure, Development and Environmental Engineering, Arun Hindupur, Supervisor, Infrastructure Engineering, Mario Martinez, Engineering Technologist II and Brenna Birkin, Communications Officer, were recognized for their involvement with the stormwater management educational video, which won the Award of Excellence at the 26th Communicator Awards in the Film/Video-Government Relations category.

6. Consent Agenda - Audit

Moved By Councillor Allt

Seconded By Councillor Hofland

That the October 5, 2020 Consent Agenda - Audit, as identified below, be adopted:

6.1 Appointment of the External Auditor - 2020-146

1. That KPMG LLP be appointed as the external auditor for the City of Guelph for the fiscal years ending 2020 through 2024.

2. That the Treasurer be authorized to annually execute the engagement letter with KPMG LLP subject to the terms approved.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

7. Service Area Chair and Staff Announcements

Councillor Allt introduced Karl Hutchinson, the new General Manager, Internal Audit.

9. Consent Agenda - Infrastructure, Development and Enterprise Services

Moved By Councillor Gibson

Seconded By Councillor Caron

That the October 5, 2020 Consent Agenda - Infrastructure, Development and Enterprise Services, as identified below, be adopted:

9.1 Sign By-law Variance for 292 Speedvale Avenue West - 2020-139

That the request for variance from Table 2, Row 1 of Sign By-law Number (1996)-154245, as amended, to permit one (1) internally illuminated freestanding sign with a sign area of 3.83m² and a height 1.5m above an adjacent roadway, to be 80 metres from another freestanding sign on the property of 292 Speedvale Avenue West, be approved.

9.2 Ministry of Transportation Connecting Links Program - 2021-2022 Application - York Road Reconstruction: Stevenson Street to Victoria Road - 2020-145

1. That staff be authorized to submit an application to the Ministry of Transportation with respect to the 2021-2022 Connecting Links Program for the reconstruction of York Road from Stevenson Street to Victoria Road.
2. That staff be authorized to confirm to the Ministry of Transportation that Council:
 - a. supports of the project identified in the application;

- b. confirms that capital funding is available for the municipal contribution component; and,
- c. agrees that if the application is successful, the municipality will proceed with the project in accordance with the timelines specified in the application.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

10. Items for Discussion - Infrastructure, Development and Enterprise Services

10.1 Draft Recommendation for the New Sign By-law - 2020-138, 2020-138

Bill Bond, Senior By-law Administrator, provided an overview of the draft recommendations for the new sign by-law that will be presented to City Council in the first quarter of 2021.

The following delegate spoke via telephone regarding this item:
Ian Brown

Moved By Councillor MacKinnon
Seconded By Councillor Goller

1. That Council direct staff to draft a new Sign By-law based on the draft recommendations outlined in Attachment 2 – Overview of Recommended Changes for the New Sign By-law.

Amendment:

Moved By Councillor Downer
Seconded By Councillor O'Rourke

1. That Council direct staff to draft a new Sign By-law based on the draft recommendations outlined in Attachment 2 - Overview of Recommended Changes for the New Sign By-law **and based on Councillor feedback.**

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

Motion as Amended:

Moved By Councillor MacKinnon

Seconded By Councillor Goller

1. That Council direct staff to draft a new Sign By-law based on the draft recommendations outlined in Attachment 2 - Overview of Recommended Changes for the New Sign By-law and based on Councillor feedback.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (1): Councillor Salisbury

Carried (12 to 1)

10.2 South End Community Centre Project Update - 2020-141

Antti Vilkkö, General Manager, Facilities and Energy Management, provided an overview of the South End Community Centre project, including Strategic Plan alignment, background and history of the project, features of the proposed facility, and carbon-neutral initiatives.

Colleen Clack-Bush, Deputy Chief Administrative Officer, Public Services, summarized next steps for the project, outlined some of the construction impacts, and walked through some of the renderings that illustrate the look and feel of the South End Community Centre.

The following delegates spoke via telephone regarding this item:

Susan Watson

Doug Minett

Hugh Whiteley

Scott Butler

Moved By Councillor MacKinnon
Seconded By Councillor O'Rourke

That the following staff recommendations be referred to the October 7, 2020 Special City Council meeting:

1. That the South End Community Centre as presented in Report 2020-141 dated October 5, 2020 be approved at a cost of \$80 million and reflected in the 2021 capital budget.
2. That construction begin in 2022 and any change in capital cost, resulting from final site plan, early competitive procurement processes and considerations of impacts of COVID on facility and programming design, be included in the 2022 capital budget.
3. That staff be directed to phase-in the estimated annual operating cost of \$2.4 million as part of the 2021-2024 operating budget and forecast.

Amendment:

Moved By Councillor O'Rourke
Seconded By Councillor MacKinnon

That the following clause 4 be added to the main motion:

4. That the Public Art component of the South End Community Centre budget totaling \$400,000 be separated and shown in the 2023 capital forecast contingent upon funding being available from the future Community Benefit Charge Bylaw expected by September 2022.

Voting in Favour: (7): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Gibson, Councillor Goller, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (6): Councillor Allt, Councillor Caron, Councillor Downer, Councillor Gordon, Councillor Hofland, and Councillor Salisbury

Carried (7 to 6)

Motion as Amended:

Moved By Councillor MacKinnon
Seconded By Councillor O'Rourke

That the following staff recommendations be referred to the October 7, 2020 Special City Council meeting:

1. That the South End Community Centre as presented in Report 2020-141 dated October 5, 2020 be approved at a cost of \$80 million and reflected in the 2021 capital budget.
2. That construction begin in 2022 and any change in capital cost, resulting from final site plan, early competitive procurement processes and considerations of impacts of COVID on facility and programming design, be included in the 2022 capital budget.
3. That staff be directed to phase-in the estimated annual operating cost of \$2.4 million as part of the 2021-2024 operating budget and forecast.
4. That the Public Art component of the South End Community Centre budget totaling \$400,000 be separated and shown in the 2023 capital forecast contingent upon funding being available from the future Community Benefit Charge Bylaw expected by September 2022.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (1): Councillor Bell

Carried (12 to 1)

Council recessed at 5:11 p.m. and reconvened at 5:30 p.m.

10.3 Baker District - Project Update - 2020-148

Kealy Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services, provided opening remarks and outlined project elements to date, including public engagement, the Urban Design Master Plan, the library schematic design, parking, business terms and associated legal agreements.

Antti Vilkkö, General Manager, Facilities and Energy Management, outlined the alternative option being proposed for the site that includes moving the library to a stand-alone building in the south block and moving the institutional space to the podium of the north block.

Jonathan Westeinde from Windmill Development Group, Megan Torza from DTAH and Duncan Bates from Diamond Schmitt Architects

provided further details regarding the alternative option and associated design elements.

James Krauter, Manager, Taxation and Revenue/Deputy Treasurer, outlined the financial implications of the alternative option in comparison to the original concept.

Scott Stewart, Chief Administrative Officer, provided closing remarks.

The following delegate spoke via telephone regarding this item:
Scott Butler, Chair, Guelph Public Library

Extension of Delegation Speaking Time

Moved By Councillor Hofland
Seconded By Councillor Gordon

That the maximum five minute time period allowed for delegations to address Committee of the Whole be extended to allow Scott Butler to finish his delegation.

Voting in Favour: (8): Councillor Allt, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Gordon, Councillor Hofland, Councillor Salisbury, and Councillor O'Rourke

Voting Against: (5): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Goller, and Councillor MacKinnon

Carried (8 to 5)

The following delegates spoke via telephone regarding this item:

Lilly Bent
Susan Watson
Marty Williams, Downtown Guelph Business Association
Carly Klassen
Bill McLellan
Tanja Gevaert
David J.A. Douglas
Heena Mistry
Lisa Kelso
Rosanne Morris
Sam Boer
Doug Minett
Rick Light
Tom Deligiannis

Extension of Meeting per Procedural By-law

Moved By Councillor Hofland

Seconded By Councillor Gordon

That Section 4.14 (a) and (b) of the Procedural By-law be invoked to allow Committee of the Whole to continue to 9:00 p.m.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

The following delegates spoke via telephone regarding this item:

Lin Grist

Kinnery Chaparrel

Ron East, Council of Canadians, Guelph Chapter

Ali Versluis

Susan Ratcliffe

Ze'ev Gedalof

Virginia Gilham, Chair, Friends of the Guelph Public Library

Suspending the Procedural By-law

Moved By Councillor O'Rourke

Seconded By Councillor Caron

That Section 4.14 of the Procedural By-law be suspended to allow Committee of the Whole to continue beyond 9:00 p.m.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (1): Councillor Hofland

Carried (12 to 1)

The following delegates spoke via telephone regarding this item:

Scott Frederick

Barbara Mann

Andrew Sandor, on behalf of CUPE Local 1946, Guelph Public Library Workers

Melissa Campbell

Ian Panabaker

Gord Riddle
Morgan Dandie-Hannah
Anne Gajerski-Cauley
Susan Waton on behalf of Diane Hurst
John Parkyn

The following delegate did not speak:
James Smith

Council recessed at 10:00 p.m. and reconvened at 10:07 p.m.

Moved By Councillor Salisbury
Seconded By Councillor Caron

That the following staff recommendations be referred to the October 7, 2020 Special City Council meeting:

1. That the recommendation to proceed with the detailed development design for the alternative option site layout for the Baker District Redevelopment Project as outlined in this report be approved.
2. That \$16.6 million for site servicing, environmental/archeological remediation and the outdoor public space for the Baker District be approved and reflected in the 2021 budget.
3. That the construction of an 88,000 square foot library in the south block as presented as the alternative option in Report 2020-148, dated October 5, 2020, be approved at a cost of \$62.0 million, and Council approve an increase of 0.39% impact to the tax levy starting in 2021 and remain in place for 20 years, in order to fund the \$19.7 million of the library capital cost that is an enhancement to the current service level beyond that allowable by the Development Charges Act, 1997, with construction to begin in 2022 subject to updated design and service delivery reconsiderations as a result of COVID-19.
4. That staff be directed to maximize the number of public parking spaces in the south block and pursue sharing agreements for parking in the north block and seek budget approval as part of the 2022 budget process.
5. That staff be directed to phase in the estimated annual tax supported operating cost of the public components of the Baker District, totaling \$3.5 million, as part of the 2021-2024 operating budget and forecast.

6. That the Guelph Public Library Board report back to Council with a detailed operating budget projection by June 2021 based upon updated design and service delivery reconsiderations resulting from COVID-19.
7. That staff proceed with revising the Urban Design Master Plan (UDMP), share a virtual presentation with the community to outline the changes and collect final comments for Council's consideration.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

11. Adjournment

Moved By Councillor Allt
Seconded By Councillor Downer

That the meeting be adjourned (10:16 p.m.).

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

Mayor Guthrie

Stephen O'Brien - City Clerk

Staff Report



To	Committee of the Whole
Service Area	Office of the Chief Administrative Officer
Date	Monday, November 2, 2020
Subject	City of Guelph Staff Nomination to Association of Municipalities of Ontario Board of Directors – Large Urban Caucus Staff Vacancy

Recommendation

1. That Council support the Expression of Interest of Stephen O'Brien, General Manager, City Clerk's Office / City Clerk, to serve as a municipal employee member of the Large Urban Caucus of the Association of Municipalities of Ontario's Board of Directors for the 2020-2022 Board term.
 2. That the City assume the costs of staff participation on the Association of Municipalities of Ontario's Board should the Expression of Interest be successful.
 3. That Council direct Intergovernmental Services staff to support the City Clerk's participation if selected to serve on the Association of Municipalities of Ontario's Board.
 4. That staff be directed to provide a letter indicating Council's support as part of the Expression of Interest to be sent to the Association of Municipalities of Ontario.
-

Executive Summary

Purpose of Report

The purpose of this report is to seek Council's support of General Manager, City Clerk's Office and City Clerk, Stephen O'Brien's, Expression of Interest application to serve as a municipal employee member of the Large Urban Caucus of the Association of Municipalities of Ontario's (AMO) 2020-2022 [Board of Directors](#). A Council resolution of support is required as part of the application to fill this municipal employee vacancy position on the AMO Board. If successful, Mr. O'Brien will serve on the AMO Board from January 2021 until August 2022.

Key Findings

AMO's [Request for Expressions of Interest to Fill 2 Municipal Staff Vacancies on the 2020-2022 AMO Board of Directors](#) presents a unique opportunity for the City. Securing a municipal employee seat on the Large Urban Caucus of the AMO Board of Directors will ensure a City of Guelph representative remains on the Board while raising the City's profile, increasing networking and information-sharing opportunities, and allowing the City to contribute to the Ontario municipal sector's advocacy work to influence the province. Mr. O'Brien has expressed interest in this

opportunity and would be a strong ambassador for the City if selected to serve on the AMO Board.

Notably, no member municipality can be represented on the AMO Board by more than one Director (staff or elected official). There are currently no vacancies on the AMO Board for elected officials. The next opportunity for elected officials and municipal staff across Ontario to express interest in running for the AMO Board will likely be in advance of the 2022 AMO Conference and Annual General Meeting.

Financial Implications

Municipalities represented on the AMO Board assume the costs of staff or elected official board participation, including board meeting travel and accommodation costs, as well as AMO Conference travel and registration expenses.

Given the pivot to remote meetings as a response to COVID-19, the costs of AMO Board participation are expected to be lower than usual in the 2021 municipal fiscal year.

If the City's application for a municipal employee seat on the AMO Board of Directors is successful, participation costs will be covered using existing resources.

Report

The [Association of Municipalities of Ontario](#) is a non-partisan, non-profit association representing almost all of Ontario's 444 municipalities. Its mandate is to support and enhance strong and effective municipal government in Ontario. AMO promotes the value of the municipal level of government as a vital and essential component of Ontario and Canada's political system. Under the Municipal Act, the province of Ontario has committed to consulting with municipalities on proposals that may impact local governments through AMO in accordance with the AMO-Ontario Memorandum of Understanding (MOU).

AMO is currently looking for a municipal employee to fill a vacant staff seat on the Large Urban Caucus of the Board of Directors for the 2020-2022 board term. This presents a unique opportunity for the City. Securing a municipal employee seat on the Large Urban Caucus of the AMO Board of Directors will allow the City to advance its intergovernmental advocacy and priorities within a key municipal association for the duration of the AMO Board term. Participation on the AMO Board will also raise the City's profile, increase networking and information-sharing opportunities and allow the City to contribute to the Ontario municipal sector's advocacy work to influence the province. The City's General Manager, City Clerk's Office / City Clerk, Stephen O'Brien, has expressed an interest in applying to fill this vacancy on the AMO Board on behalf of the City. Mr. O'Brien will serve as a strong ambassador for the City on the AMO Board if selected to fill this board opportunity.

To be eligible, interested municipal employees must work for a municipality that is an AMO member in good standing. The City of Guelph meets this criteria. The deadline for Expressions of Interest is noon, November 30, 2020, and the application must be submitted with a resolution of support from Council. Pending ratification and approval of the staff recommendations at Council on November 23, staff will formally submit the Expression of Interest package to AMO along with Council's supporting resolution. Successful applicants are expected to begin their term on the AMO Board in January 2021.

AMO's Board of Directors consists of 43 elected and non-elected municipal representatives, including:

- A President;
- A Secretary-Treasurer;
- Caucus Directors representing six caucuses: County, Large Urban, Northern, Regional and Single Tier, Rural and Small Urban;
- The past President; and
- The past Secretary-Treasurer.

The AMO Board meets eight to nine times a year, including a meeting at the annual AMO Conference and Annual General Meeting. Its role is to provide oversight and direction to AMO leveraging the collective voice of municipalities across the province. Directors are also expected to contribute to the work of AMO Task Forces. Further, AMO has an Executive Committee that meets monthly to carry out the business of the organization and to implement the AMO-Ontario MOU.

Mayor Guthrie currently serves on the AMO Board of Directors in his capacity as Chair of the Ontario Big City Mayors (OBCM). However, this seat on the AMO Board will move to the City of Barrie once Mayor Jeff Lehman becomes the Chair of OBCM in November 2020.

Notably, an AMO Board term is typically two years and no member municipality can be represented on the AMO Board by more than one Director (staff or elected official). There are currently no vacancies on the AMO Board for elected officials. The next opportunity for elected officials and municipal staff across Ontario to express interest in running for the AMO Board will likely be in advance of the 2022 AMO Conference and Annual General Meeting.

Financial Implications

Municipalities represented on the AMO Board assume the costs of staff or elected official board participation, including board meeting travel and accommodation costs, as well as AMO Conference travel and registration expenses.

Given the pivot to remote meetings as a response to COVID-19, the costs of AMO Board participation are expected to be lower than usual in the 2021 municipal fiscal year.

If the City's application for a municipal employee seat on the AMO Board of Directors is successful, participation costs will be covered using existing resources.

Consultations

Intergovernmental Services consulted with the City Clerk's Office when preparing this report.

Strategic Plan Alignment

The recommendations in this report fully align with the priorities in the City's Strategic Plan. Engaging in municipal associations advances the City's advocacy efforts, engagement with key stakeholders and contributes to various priorities identified in "Guelph. Future Ready."

Attachments

None.

Departmental Approval

Jodie Sales, General Manager, Strategy, Innovation and Intergovernmental Services

Report Author

Leslie Muñoz, Manager, Policy and Intergovernmental Relations

This report was approved by:

Jodie Sales

General Manager, Strategy, Innovation and Intergovernmental Services

Office of the Chief Administrative Officer

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This report was recommended by:

Scott Stewart

Chief Administrative Officer

Office of the Chief Administrative Officer

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scott.stewart@guelph.ca

Staff Report



To	Committee of the Whole
Service Area	Corporate Services
Date	Monday, November 2, 2020
Subject	Corporate records retention by-law amendment

Recommendation

1. That the amended Corporate Records Retention By-law dated November 2, 2020, included as Attachment-2 to this report, be approved.
-

Executive Summary

Purpose of Report

To provide Council with information related to the amendment of the Corporate Records Retention By-law.

Key Findings

Pursuant to [Sections 254\(1\) and 255\(1\), \(2\) and \(3\) of the Municipal Act](#), an amendment to the Corporate Records Retention By-law is necessary in order to ensure that the City is complying with current legislated retention requirements.

Financial Implications

There are no financial implications resulting from this report.

Report

The Municipal Act (the Act) requires that all municipalities establish retention periods during which the records of the municipality, and its local boards, must be retained and preserved. Section 255(2) of the Act only allows for the destruction of original municipal records in accordance with established retention periods and if a retention period has expired.

The City of Guelph last amended its Corporate Records Retention By-law in 2018 with By-law (2018)-20288. Subsequently, there have been numerous changes and updates to legislation, so the current By-law no longer reflects up-to-date legislated retention requirements. Therefore, an amendment to the current By-law is necessary. This is a routine update in order to ensure and sustain regulatory compliance.

The amended Corporate Records Retention By-law has been updated to provide:

- Updated retention periods to reflect both current legislated retention requirements and corporate business needs;
- New records categories; and

- Updated records category descriptions.

The establishment of a standardized and clear process for the destruction of City records helps to ensure accountability and transparency. In order to allow the routine destruction of business records to be carried out, the attached amended Corporate Records Retention By-law, as set out in Attachment-2, is recommended for approval and adoption in accordance with the Act, Section 255(1), (2) and (3).

Financial Implications

There are no financial implications resulting from this report.

Consultations

Staff from each department were consulted and invited to provide feedback in order to ensure that the amended Corporate Records Retention By-law would meet the business needs of all Service Areas. Departmental consultations were carried out with the help of the Record and Information Management (RIM) Liaison Group. The RIM Liaison Group is comprised of representatives from each department who coordinate recordkeeping and champion RIM initiatives in their respective departments or divisions.

The RIM Liaison for each department was provided with a tailored list of retention categories corresponding to records created, used and/or kept in their area. Liaisons were asked to review and gather feedback on retention categories and periods which impacted their area. Through this process, the Corporate Records Retention By-law amendment was communicated to staff in all Service Areas, feedback was gathered, and current business practices were integrated into the amended Corporate Records Retention By-law.

Once adopted, the amended Corporate Records Retention By-law will be made available to all City staff on the City's intranet.

Strategic Plan Alignment

The Corporate Records Retention By-law amendment aligns with the Strategic Plan priority of Working Together for Our Future. The establishment of standardized and consistent retention periods that ensure records are kept in accordance with legislative requirements is a key component of running an effective, fiscally responsible and trusted local government.

Attachments

Attachment-1 Municipal Act, 2001, Sections 254(1), 255(2) and 255(3)

Attachment-2 A by-law of the Corporation of the City of Guelph to establish a schedule of retention periods for City business records and to repeal By-law Number (2018)-20288.

Departmental Approval

Jennifer Slater, Manager Information, Privacy and Elections

Report Author

Kim Sommerville, Information and Access Coordinator

This report was approved by:

Stephen O'Brien
City Clerk
Corporate Services
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This report was recommended by:

Trevor Lee
Deputy Chief Administrative Officer
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Municipal Act, 2001, S.O. 2001, c. 25

Retention of records

254 (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. 2001, c. 25, s. 254 (1).

Retention periods

255 (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section. 2001, c. 25, s. 255 (1).

Destruction of records

(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,

- a) the retention period has expired; or
- b) the record is a copy of the original record. 2001, c. 25, s. 255 (2); 2006, c. 32, Sched. A, s. 109 (1).

Retention periods

(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254. 2001, c. 25, s. 255 (3); 2017, c. 10, Sched. 1, s. 29 (1).

The Corporation of the City of Guelph

By-law Number (2020) - XXXXX

A By-law to establish a schedule of retention periods for City business records and to repeal By-law Number (2018)-20288.

Whereas Section 255(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the municipality may establish retention periods during which the records of the municipality must be retained and preserved in accordance with Section 254 thereof; and

Whereas the Council of the Corporation of the City of Guelph deems it desirable to establish retention periods for the business records of the municipality by enactment of this by-law; and

Whereas all records generated and received by staff and elected officials of the municipality in connection with City business are the express property of the Corporation of the City of Guelph;

The Council of the Corporation of the City of Guelph enacts as follows:

1. Definitions

In this by-law,

“Active records” are records that are referred to and used on a regular basis and are generally stored in a department, division or service area.

“Active retention” is the period of time that a record is considered active with a higher frequency of use, stored nearby and is readily accessible to users.

“Archival records” are records of enduring significance that have historical and business value for the City of Guelph and individuals engaging in historical research.

“Archival review” means the period of time during which it is determined whether a record has potential long-term archival value.

“Archival value” is the evidential and informational value of records, which is determined during an archival review to justify the long-term preservation of records in order to retain corporate memory and/or for future historical research.

“Authenticity” is the extent to which a business record can be proven to be what it purports to be.

“Business records” are any records that are created by City staff, or by a third party directly paid by and working on behalf of the City, in order to document the decision making, administration or operational activities of the City. This includes documents in any form, including physical paper files, digital files in any machine-readable format, emails, instant messages, video, etc.

“Business recordkeeping” is the creation, management and retention of meaningful, accurate, trustworthy, accessible and durable evidence of government activities and decisions, to create a reliable record of government and promote efficiency, effectiveness and accountability.

“City” means the Corporation of the City of Guelph.

“Clerk” means the City Clerk for the Corporation of the City of Guelph.

“Code” indicates the reference number for each records series, based on the corporate records classification system (TOMRMS – The Ontario Municipal Records Management System).

“Computer system” is a device or a group of interconnected or related devices, one or more of which:

- contains computer programs or other data; and
- 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” indicates 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.

“Destruction hold” means a hold placed on the destruction of any records required for legal, audit, freedom of information or investigation purposes. A formal hold notice is not necessarily required and staff are responsible for ensuring that any planned destruction is halted for related records as soon as they learn that any of the above processes are underway. A hold is not lifted until staff are notified that any of the above processes are completed and closed.

“Dispose” means to destroy a record or remove it from the official record keeping system. For digital records this involves deleting files and ensuring that any backups, such as those in the desktop ‘recycle bin’, have been deleted as well. For paper documents, this involves recycling, shredding or securely disposing of papers.

“Drafts” are a preliminary form or version of a document before it becomes a formal finalized record.

“File” means a collection of related records.

“Final record” means the record identified as being complete with no further changes planned. The last version of a document that is identified as finished, rather than just another version or draft.

“Inactive retention” is a period of time during which records retain their inactive status, are referred to infrequently and are kept in a location outside the general office area.

“Integrity” is the extent to which a business record is demonstrably complete and unaltered.

“Legal holds” are notices from the Legal Services department that another service area or department’s record(s) may be required for upcoming litigation. This notice suspends the normal retention requirements and halts the destruction of any of the records listed in the notice until subsequent notice is given that litigation is complete.

“Original records” are final business records that are designated as the official record.

“Orphan data” is data that:

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

“Permanent” means that records shall be preserved for the life of the Corporation and never destroyed or removed from the official record keeping system.

“Record” means 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 City business.

“Records series” or **“Retention categories”** are groups 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.

“Reference materials” are any documents not created by a City employee and not created by a third party working on behalf of the City. These documents are often used for research and as an additional source of information. Common examples of reference material would include journal articles, newspaper articles or

reports from outside organizations that are referred to by City staff. Reference materials are not required to be retained as part of the City's records retention schedule and are not the responsibility of the City to manage. These documents can be kept and used for as long or as short a time as an employee needs for their work.

"Reliability" is the extent to which the contents of a record can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.

"Responsible department" means the department that creates the record(s) and/or is responsible for retaining/maintaining the original record(s).

"Retention periods" are the period of time during which a specific records series must be kept before records in that records series may be disposed of. The full retention period is made up of the total active and inactive time periods listed for a record.

"Superseded" means a record only needs to be retained until it is replaced with more current information.

"Transitory records" are records of temporary usefulness in any format that have no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. They are of such short-term value that they are not required to meet legal obligations, or to evaluate or provide evidence of decision-making, administrative or operational activities. For example, staff working notes, outlook meeting invitations, etc. These documents can be kept and used for as long or as short a time as an employee needs for their work.

"Versions" are preliminary forms or drafts of a document before it becomes a formal finalized record.

"Vital Records" are records that are essential to the continuation or resumption of City business in the event of a disaster. They allow the organization to continue to fulfil its obligations to the taxpayers, employees, other levels of government, and outside interested parties.

2. Retention Schedule

2.1 Purpose

Retention schedules are timetables that indicate how long a record has business value, how long they should be retained and when their final disposition must be carried out.

2.2 Setting retention periods

In determining the retention periods for business records, the City Clerk or designate shall consider the following factors in consultation with City employees as needed:

- a) the operational nature and business needs of staff, including the period of time during which City staff use the records to carry out their work;
- b) the legal requirements set out for the records, including the length of retention necessary to comply with federal, provincial and municipal laws and regulations;
- c) the fiscal nature of the records, including the length of time they are needed for audit and tax purposes;
- d) the vital corporate nature of the records, including their value to ensure the continuation of City business in the event of a disaster; and
- e) the historical and archival value of the records; to be determined by the City Clerk or designate based on the value to future research and preservation of the history of the Corporation of the City of Guelph.

2.3 Non-business records

The records retention schedule attached hereto as Schedule 1 is only applicable to final business records, as defined above. Subject to any destruction holds related to litigation, investigation, audit or freedom of information requests, the following records may be destroyed at the discretion of the policies and processes of a department:

- a) copies of the final business record. However, any alteration of or added information to a copy constitutes a new original business record and should be retained according to the related retention period;
- b) drafts no longer needed once the final business record has been created and saved;
- c) transitory records, as defined above; and
- d) reference materials, as defined above.

3. Responsibilities

3.1 City Clerk or designate shall:

- a) develop and administer policies and processes for the City's Records and Information Management Program;
- b) ensure that final business records are retained and disposed of in accordance with Schedule 1 attached hereto;
- c) ensure that final business records are retained and disposed of in accordance with Schedule 1 attached hereto;
- d) ensure that destruction forms are completed, approved and preserved permanently; and
- e) amend Schedule 1 as required to ensure that retention periods meet up to date legislated requirements, as well as business needs, and obtain approval of any amendments to this by-law from Council.

3.1 Staff and Elected Officials shall:

- a) comply with the retention periods as specified in Schedule 1 attached hereto;
- b) ensure the destruction process is followed, including completing the destruction form and receiving the appropriate approvals prior to destruction;
- c) ensure that business records in their custody or control are protected from inadvertent destruction or damage; and
- d) ensure that transitory records and reference materials in their custody or control are destroyed when they are no longer needed.

Records created or accumulated by elected officials in a political capacity and outside of Council business are not corporate records and are not subject to the retention periods attached hereto in Schedule 1.

4. Disposal of Records

4.1 Retention periods

Retention periods for records shall be as set out in Schedule 1 attached hereto and forming part of this by-law.

4.2 Approval process

As part of the regular process for the disposal of records and prior to any destruction of records pursuant to this by-law, destruction shall be authorized in writing through the records destruction form by the appropriate department manager. The form must include a listing of record types and dates of records to be destroyed. The records may only be destroyed upon the approval of the records destruction form by the City Clerk or designate.

4.3 Recordkeeping

When records have been destroyed pursuant to this by-law, written confirmation of the destruction shall be retained by the City Clerk's Office.

4.4 Damaged records

The City Clerk or designate has the authority to destroy any records outside of their retention period due to natural occurrences, such as flooding or mould infiltration, whereby such records have become inaccessible, illegible or unsafe to handle.

4.5 Orphan data

Prior to the destruction of orphan data, a destruction form must be completed and include, to the extent that the information is available, the:

- a) title of the file(s);
- b) the department responsible for the creation and use of the orphan data; and
- c) where possible, the contents or the function that the information being destroyed relates to.

The written approval of the department manager and the approval of the City Clerk or designate are required prior to the destruction of any orphan data.

4.6 Extending retention periods

Where appropriate and taking into consideration the principles governing the disposition of business records, the City Clerk or designate may extend a retention period if required. Written notice for an extension must be provided to the City Clerk or designate by a department manager and shall include a business case as to why the records are required beyond their scheduled disposition date.

5. Principles Governing the Destruction of Final Business Records

The following principles govern the destruction of final business records:

- a) records can be destroyed when there are no further business needs or legislated requirements to retain business records;
- b) business records should be retained and disposed of according to consistent retention periods across all service areas and departments;
- c) business records disposed of at the end of their retention period and any drafts, copies or transitory records disposed of on a regular basis, shall be destroyed in a way that preserves the privacy and confidentiality of any information they contain;
- d) business records in the custody or control of the City shall not be destroyed unless such records are older than the retention period set out in Schedule 1 and a destruction form has been approved by the City Clerk's Office;
- e) drafts and copies of business records may be destroyed at any time if the final records are being retained in accordance with retention periods established in Schedule 1; and

- f) the destruction of final business records shall be documented, approved and tracked to ensure accountability and transparency.

6. Repeal of Previous By-law

By-law Number (2018)-20288 is hereby repealed.

Passed this [day of the month] day of [month], 2020.

Schedules:

Schedule 1: City of Guelph Records Retention Schedule

Cam Guthrie, Mayor

**Stephen O’Brien, City Clerk [or]
Dylan McMahon, Deputy City Clerk**

Schedule 1: City of Guelph Records Retention Schedule



Primary Heading: Administration

Includes records regarding routine administration and office services functions.

Table 1, Administration

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A01	<p>Associations and Organizations</p> <p>Records regarding organizations and associations (e.g. AMCTO, CUTA, etc.) to which staff members belong or with which they communicate in the course of their duties. Includes correspondence, minutes, agendas, notices and reports.</p> <p>Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Membership Fees – see F01 	Originating	1**		business need

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A02	Staff Committees and Meetings Records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports. Excludes: <ul style="list-style-type: none"> • Council Agendas and Minutes – see C03 • Council Minutes – see C04 • Committee and Board Agendas – C05 • Committee and Board Minutes – C06 • Health and Safety Committee Meetings – see H04 	Originating	4**	Executive Team meeting records are kept for 8 years. Fire Department meeting records are kept for 6 years.	business need
A03	Computer Systems and Architecture Records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charters, 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 of system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: <ul style="list-style-type: none"> • Reports – file by subject • Acquisitions – see F18 	Originating	S+6		business need

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A04	Conferences and Seminars Includes invitations, approvals, agendas, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the City. Excludes: <ul style="list-style-type: none"> • Speeches and presentations – see M08 • Travel and accommodation arrangements – see A13 • Employee and Council expenses – see F09 • Ceremonies and events – see M02 • Invoices – see F01 • Rental agreements – see L14 	Originating	1**	Only those sponsored by the City are subject to archival review.	business need
A05	Consultants Category removed. Records contained should be filed in other classification categories. For: <ul style="list-style-type: none"> • Reports – file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders – see F18 • Invoices – see F01 				

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings, and office and small equipment stock levels. Excludes: <ul style="list-style-type: none"> • Assets – see F06 • Controlled Drug Substances – see S20 • Petroleum Products – see E24 	Originating	6		business need
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: <ul style="list-style-type: none"> • Computer Hardware and Software – see A03 • Service Agreements – see L14 • Assets – see F06 	Originating	E	E = disposal of item	business need
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	Originating	1		business need

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A09	Policies and Procedures Includes current policy and procedure manuals, work instructions, protocols, guidelines and directives relating to key administrative, governance and operational processes such as corporate policies approved by City Council or the Executive Team.	Originating	P**		g046 g059 g060 g062 g125 g148 g155
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies and records centre operations. Excludes: <ul style="list-style-type: none"> Records Retention By-law – see C01 Policies and Procedures – see A09 Records Disposition – see A11 	City Clerk's Office	S		business need
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	City Clerk's Office	P	Retention based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence	common practice (P)

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, and fire communications systems and 911 emergency systems. Excludes: <ul style="list-style-type: none"> • Licenses – see P09 • Assets – see F06 • Long distance call records – see F01 • Agreements – see L04 or L14 	Originating	S		business need
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, vehicle rentals, and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: <ul style="list-style-type: none"> • Employee and Council expenses – see F09 	Originating	1		business need
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.	Originating	S**		business need

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets. Excludes: <ul style="list-style-type: none"> • Purchase Orders and Requisitions – see F17 • Office Equipment (owned and leased) – see A07 • Fleet Management – see V01 	Originating	2		business need
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the City and all other levels of government. May include correspondence to and from Boards and Commissions. Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence. Excludes: <ul style="list-style-type: none"> • Legislation – see Federal Legislation, L10 or Provincial Legislation, L11 	Originating	5**		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A17	Information Access and Privacy Includes documents regarding the City'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 Freedom of Information (FOI) requests made to the City, access request transfers to another institution, FOI requests made by the City, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs). Excludes: <ul style="list-style-type: none"> Copies of the Act – see L11 Non-MFIPPA Complaints and Inquiries – see M04 	City Clerk's Office	E+3	E = end of the calendar year in which the file is closed	g071
A18	Security Includes reports, requests, logs and other records regarding the security of offices/facilities and properties, such as security passes, control of keys and closed-circuit television (CCTV) output. Excludes: <ul style="list-style-type: none"> Vandalism Reports – see P05 Computer Security – see A03 	Originating	5	Video footage retained in accordance with Video Surveillance Policy.	business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A19	Facilities Construction and Renovations Records regarding 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 City. Excludes: <ul style="list-style-type: none"> As-builts and drawings – see A30 	Facilities Management Originating	E+3**	E = facility closed	g059 g073
A20	Building and Property Maintenance Records regarding the maintenance of the City's buildings and properties, such as 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. Excludes: <ul style="list-style-type: none"> Parks Management – see R04 Building Systems – see A29 	Facilities Management Originating	5	Setup tests and manuals are kept for E+1 year. E = equipment removed	g049 g099 g123 g160
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A22	Accessibility of Services Includes records relating to the accessibility of City buildings, services and information to people with disabilities. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: <ul style="list-style-type: none"> Report on services – see A28 	Originating	5		g010
A23	Information Systems Production Activity and Control Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes and mainframe access forms.	IT Services Originating	2	Backup tapes are kept for 3 years.	business need
A24	Access Control and Passwords Includes records related to the management of and access to programs. Includes individual access, password management, etc.	IT Services	S		business need
A25	Audit Reports Includes final audit reports regarding audits overseen or performed by Internal Audit. Also includes records regarding internal and external audits of operational processes and practices. Excludes: <ul style="list-style-type: none"> Financial Audits (Statutory Audits) – see F03 	Internal Audit Originating	6	Working papers are kept for 1 year. DWQMS internal and external audits and Wastewater internal audits are kept for 10 years.	

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A26	Statistics and Tracking Includes records related to tracking department or program performance metrics, KPIs and statistics. Excludes: <ul style="list-style-type: none"> Statistics relating to Fire and Rescue Incidents – see P24 	Originating	E+5**	E = end of the program or when a measure is no longer used	
A27	Project Administration/Management Includes documents related to project planning and development, such as project charters, business cases, status reports, staff comments and background documentation. Whenever possible, all records relating to project development, implementation, decision making and approvals should be filed according to subject.	Originating	E+5	E = completion or close of the project Project administration records related to Capital projects are retained for E+25	

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A28	<p>Performance Management/Quality Assurance</p> <p>Includes records regarding the performance of the City 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 would be key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Funding Agencies Annual Report, Wastewater Annual Reports, Wastewater Collection Annual Reports, and other information related to the efficiency and effectiveness of City operations as designated by a Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee performance appraisal – see H03 • Council Goals and Objectives – see C08 • Financial Regulatory reporting, FIR and MPMP – see F28 	Project Management Office Originating	6		g110
A29	<p>Building Structure Systems</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p>	Building Services	S	Superseded or life of system/asset	g046 g100

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A30	Drawings Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Originating	S**	Superseded or life of system/asset	g073 g141

Primary Heading: Council and By-laws

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

Table 2, Council and By-laws

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C01	By-Laws Includes final versions of the City'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.	City Clerk's Office	P**		g090 g131
C02	By-Laws - Other Municipalities Category not used.			Reference – discard when no longer useful.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C03	Council Agenda Includes notices of meetings and agendas of Council meetings as well as working notes used in agenda preparation.	City Clerk's Office	P**	Working notes are kept for 4 years.	business need
C04	Council Minutes Includes approved minutes of the proceedings of Council meetings and attachments to the minutes. Excludes: <ul style="list-style-type: none"> • Committee and Board Agendas – see C05 • Committee and Board Minutes – see C06 • Reports to Council – see C11 	City Clerk's Office	P**	Working notes are kept for 4 years. Voting records are kept for 1 year.	g131
C05	Committee and Board Agendas Includes notices of meetings and agendas for City Committees and Boards as well as working notes used in agenda preparation.	City Clerk's Office	P**	Working notes are kept for 4 years.	business need
C06	Committee and Board Minutes Includes minutes of City Committees and Boards as well as copies of Local Board Minutes that members of Council belong to.	City Clerk's Office	P**	Working notes are kept for 4 years.	g015

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C07	Elections Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by Council members and information on ward boundaries. Also includes advertising.	City Clerk's Office	E+4	E = day action took effect or voting day Ballots and any other election-related materials deemed not needed until the next election are kept for E+120 days (E = Voting day or resolution of recount)	g069 g070
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan, housing plan and growth plan submissions prepared for the Ministry. Excludes: <ul style="list-style-type: none"> • Environmental Planning – see D03 • Official Plan – see D08 	Originating	P**	Paramedic Service records kept according to MOHLT guidelines.	g052 g159
C09	Motions and Resolutions Category not used.				
C10	Motions and Resolutions - Other Municipalities Category not used.			Reference – discard when no longer useful.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C11	Reports to Council Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	City Clerk's Office	P**		common practice – also included in Council Minutes
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff and Council members to roles on Council committees and boards.	City Clerk's Office	E+4	E = end of term of Council Unsuccessful applicant records are retained for 1 year.	g131
C13	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives, etc.	City Clerk's Office	2		g059
C14	Council Audio and Video Includes livestreaming video and digital records of Council meetings.	City Clerk's Office	P		

Primary Heading: Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.

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Table 3, Development and Planning

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D01	Demographic Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: <ul style="list-style-type: none"> • Vital Statistics – see L12 	Planning Services	10**		business need
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> • Demographic Studies – see D01 • Residential Development – see D04 • Tourism Development – see D06 • Industrial/Commercial Development – see D21 	Originating	10**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D03	Environment Planning Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection, well development and purging, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Excludes: <ul style="list-style-type: none"> • Environmental Monitoring – see E05, E14 • Waste Management – see E07 • Source Water Protection Committee – see E20 	Originating	E+15**	E = expired or later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5.	g008 g016 g068 g146 g156
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning Services	10**		business need
D05	Natural Resources Planning Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits and other natural resources information. Excludes: <ul style="list-style-type: none"> • Tree maintenance – see E04 • Natural Resource management and preservation – see E18 	Planning Services	5**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism, such as the use of the municipality as a convention site or special event.	Originating	10**		business need
D07	Condominium Plans Includes records regarding the pre-consultation and approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes, background information and applications.	Planning Services Infrastructure, Development and Environmental Engineering	P		business need
D08	Official Plans Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Planning Services	P		g090 (15 years) common practice (P)
D09	Official Plan Amendment Applications Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning Services	P		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D10	Consent Applications Includes records regarding the pre-consultation and the granting of consents (including land division, lot additions, easements, long-term leases, partial mortgages and partial discharges, and validation certificates) including consent applications. Excludes: <ul style="list-style-type: none"> Committee of Adjustment agreements – see Contracts and Agreements – Under By-law, L04 	Committee of Adjustment	P		common practice
D11	Site Plan Control Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Also includes records regarding the approval of site plan drawings. Excludes: <ul style="list-style-type: none"> Private Site Servicing – see E12 Systems for Servicing Land – see relevant subject Site Plan Agreements – see L04 	Planning Services	P	Applications that are submitted, but not given a final decision are kept for E+1 year. E = date the file is closed	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D12	Subdivision Plans Includes records regarding the pre-consultation and the approval of plans of subdivision (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Also includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. Excludes: Subdivision Agreements – see L04	Planning Services Infrastructure, Development and Environmental Engineering	P		business need
D13	Minor Variance Applications Includes records regarding the pre-consultation and the granting of minor variances including minor variance applications. Excludes: <ul style="list-style-type: none"> • Zoning – see D14 • Budget Variances –F05 • Committee of Adjustment agreements – see L04 	Committee of Adjustment	P		common practice
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: <ul style="list-style-type: none"> • Zoning By-laws – see C01 • Variances – see D13 	Building Services Planning Services Infrastructure, Development and Environmental Engineering	P		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D15	Easements Includes all records regarding 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. Excludes: <ul style="list-style-type: none"> Original Agreements – see L04 	Originating	E+6**	E = termination of right	g133
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands, including encroachment permits. Also includes surveys and any other related documentation. Excludes: <ul style="list-style-type: none"> Original Agreements – see L04 Original Encroachment By-laws – see C01 	Realty Services Originating	E+6**	E = termination of right	g133
D17	Annexation/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	City Clerk's Office Planning Services	P**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D18	Community Improvement Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC and tax incentive based grant (TIBG). Excludes: <ul style="list-style-type: none"> Economic Development – see D02 	Originating	E+6**	E = completion of the project	business need
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning Services Originating	S+10**		business need
D20	Registered Plans and Reference Plans Includes Registered Plans and Deposited Reference Plans as received from the Registry Office. Also includes property survey plans. May include correspondence. Excludes: <ul style="list-style-type: none"> Site plans – see Site Plan Control, D11 	Realty Services Originating	P		business need
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> Agricultural Development – see D23 	Originating	10**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in a GIS.	Originating	S	Excludes the actual data residing on these systems.	business need
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Originating	10**		business need
D24	Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.	Planning Services	E+5	E = final decision	business need
D25	Property Searches Includes presales property information searches and compliance and release requests with respect to registered agreements.	Building Services Realty Services	15		
D26	Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law designates any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of the Planning Act. 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 be deemed not part of a registered plan. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning Services	E+2	E = final decision	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D27	Development Charges Study Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	Financial Services City Clerk's Office	10**		g128
D28	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, Council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained within a registered plan of subdivision.	Planning Services	E+5	E = final decision	business need

Primary Heading: Environmental Services

Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

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Table 4, Primary Heading: Environmental Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E01	<p>Sanitary Sewers</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewer collection system, including sewage pumping stations and system class certification and license to operate.</p> <p>Includes general work orders (callouts and site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.))</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Waste Management – see E07 • Storm Sewers – see E02 • Treatment Plants – see E03 • MOECC Approvals – see E21 • Drawings/As Built and specifications – see A30 	<p>Engineering Services</p> <p>Wastewater Services</p>	E+15	<p>E = project completed and no outstanding issues</p> <p>Specifications and records required for maintenance are kept for the life of the system/asset.</p>	<p>business need</p> <p>g059</p> <p>g073</p> <p>g089</p>
E02	<p>Storm Sewers</p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/As Built and specifications – see A30 	<p>Engineering Services</p>	E+5	<p>E = project completed and no outstanding issues</p> <p>Specifications and records required for maintenance are kept for the life of the system/asset.</p>	<p>business need</p> <p>g059</p> <p>g073</p>

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E03	<p>Wastewater Treatment Plant (Wastewater Treatment and Collection Systems)</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). Also includes facility classification certificate and license to operate.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or upgrades design, construction and commissioning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Private Site Servicing – see E12 • Drawings/As Builts and specifications – see A30 	Wastewater Services	E+15	<p>E = report made or equipment decommissioned</p> <p>Specifications are kept for the life of the asset as per A30.</p> <p>Plans are kept for E+2 years (E = cease to apply)</p>	g008 g059 g073 g082 g089 g152
E04	<p>Tree Maintenance</p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>	Originating	5		business need g089

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders. Excludes: <ul style="list-style-type: none"> • Water Quality – see E14 • By-law Enforcement – see P01 • Complaints and Inquiries – see M04 • Land Quality Monitoring – see E23 	Engineering Services Originating	20**		g008 g089
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies, such as telephone lines, gas mains, power lines, water mains etc. Excludes: <ul style="list-style-type: none"> • Site Plans – see D11 	Engineering Services Originating	5**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports. Excludes: <ul style="list-style-type: none"> Sanitary Sewers – see E01 Environment Planning – see D03 Private Site Servicing – see E12 	Solid Waste Resources	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

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E08	<p>Water Works (Drinking Water Plant)</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. Also 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 and 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>Excludes:</p> <ul style="list-style-type: none"> • Water Pumping Stations – see E03 • Drawings/As Built and specifications – see A30 	Originating	15	Specifications are kept permanently as per A30.	g073 g082 g089 g108 g111

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E09	Drains Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineering reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants. Excludes: <ul style="list-style-type: none"> Drawings/As Builts and specifications – see A30 	Engineering Services	E+5**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Records required for maintenance are kept for the life of the system/asset. Specifications are kept permanently as per A30.	g073 g082
E10	Pits and Quarries Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: <ul style="list-style-type: none"> License/permits – see P09 	Engineering Services	5**	Specifications are kept for the life of the pit or quarry.	g073 g082

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E11	Nutrient Management Includes records regarding the control of storing/spreading/using waste materials, such as liquid manure and sewage biosolids 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 Excludes: <ul style="list-style-type: none"> Strategy/plan review – see A28 	Originating	5** or expiry of plan + 2 years		g129
E12	Private Site Servicing Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems. Also includes records regarding private site services; e.g. switching from septic to Municipal water.	Originating	7**	Specifications are kept for the life of the system	g037 g082 g129
E13	Water Monitoring Category not used – integrated with Water Monitoring and Sampling, E14.				

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E14	<p>Water/Wastewater Monitoring and Sampling</p> <p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, warning notice checks and posting of them, chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), responses to interference with quality or quantity, 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 (MOE) drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Also includes operation logbooks, 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 and Procedures/ Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to MOE and local Health Unit. Includes records regarding the routine monitoring of effluent (both quantity and quality).</p> <p>Also includes regulated chemical samples collected and tested annually, 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>Water Services</p> <p>Wastewater Services</p> <p>Engineering Services</p> <p>Originating</p>	E+15	<p>E = created, approved or plan no longer in force.</p> <p>All water quality results are kept permanently (chains of custody records are kept for the normal retention period).</p> <p>Child care facility plumbing flush and water testing = 6</p>	<p>g008</p> <p>g016</p> <p>g082</p> <p>g089</p> <p>g108</p> <p>g110</p> <p>g111</p> <p>g115</p>
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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
	<p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • Land Quality Monitoring – see E23 • By-law Enforcement – see P01 • Complaints and Inquiries – see M04 • Annual reports – see A28 • Facilities routine water use, monitoring and testing – see P26 				
E15	<p>Chemical Sampling of Water</p> <p>Category not used – integrated with Water Monitoring and Sampling, E14.</p>				
E16	<p>Backflow Prevention and Cross Connection Control</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>	Building Services	15		g008 g082 g089 g108 g110 g111

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E17	Energy Management Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Facilities Management Originating	E+7	E = end of reporting period to which relates	business need
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry, including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: <ul style="list-style-type: none"> • Natural resources planning – see D05 • Tree Maintenance – see E04 • Conservation district plans – see R01 • Archaeological and heritage site investigation reports – see R01 	Originating	E+3	E = end of plan or designated year	g057 g072 g089

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g. wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Facilities Management Originating	E+15	E = created, approved or facility no longer in force	g060
E20	Source Water Protection Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meetings Minutes. Includes risk assessments and risk management plans. Excludes: <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments – see D03 • Prohibition Notices and Orders – see P25 • Contracts and Agreements – Simple (not under seal) – see L14 • Soil contamination – see E23 • Nutrient Management – see E11 	Water Services	E+15	E = created, approved or plan no longer in force	business need g016 g060

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E21	Ministry of the Environment (MOE) Environmental Compliance Approvals Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal and private sewage works (Plant, System and Sewage Pumping Station) and waste disposal sites, air quality, noise, stormwater management, storm sewers, culverts, etc. Also includes Environmental Activity and Sector Registry, Permit to Take Water and Drinking Water Works Permit documentation as well as Schedule C Approvals and MOE Inspection Reports.	Engineering Services Originating	E+15	E = ceases to apply	g038 g089 g115 g144
E22	Private/Small Water Systems Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Originating	E+15	maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Excludes: <ul style="list-style-type: none"> • Water Quality – see E14 • By-Law Enforcement – see P01 • Complaints and Inquiries – see M04 • Air Quality Monitoring – see E05 • Natural Heritage – E18 	Engineering Services	7		g082 g156

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E24	<p>Gasoline Storage and Dispensing</p> <p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. 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).</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Underground storage abandonment record – see L07 • Major spills – see E23 	Operations Originating	See comments	use = 7 tank install, inspection = system removed + 5	g045 g140 g141 g147 g158

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Primary Heading: Finance and Accounting

Includes records regarding the management of funds.

Table 5, Primary Heading: Finance and Accounting

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay accounts, rebates, levies payable, reports, telephone bills and membership fees. Excludes: <ul style="list-style-type: none"> Cancelled Cheques – see F07 Employee and Council Expenses – see F09 	Financial Services	E+7	E = end of the fiscal year For welfare and child care payments E = provincial government year end	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Also includes correspondence related to tax collection and supporting documentation. Excludes: <ul style="list-style-type: none"> Write-offs – see F23 Tax Assessments, Rolls and Tax Arrears – see F22 	Financial Services	E+7	E = end of the fiscal year For welfare and child care payments E = provincial government year end	g006 g007 g032 g034 g053 g055 g062

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F03	Financial Audits Includes records regarding internal and external financial audits of accounts. Excludes: <ul style="list-style-type: none"> Operational Audits – see relevant subject Audited Financial Statements – see F10 	Financial Services Originating	6		g032 g069
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: <ul style="list-style-type: none"> Banking Statements – see F07 	Financial Services	E+7	E = end of the fiscal year	g007 g026 g053 g062
F05	Budgets and Estimates Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Financial Services Originating	6**		business need
F06	Assets Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: <ul style="list-style-type: none"> Land Acquisition and Sale – see L07 	Asset Management	E+10**	E = disposal of asset	g006 g007

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F07	Cheques Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: <ul style="list-style-type: none"> Banking – see F04 	Financial Services	6		g006 g007 g034 g086
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: <ul style="list-style-type: none"> Debenture Registers – see F14 	Financial Services	E+6	E = debentures surrendered for exchange/cancellation	g007
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include credit card information; i.e. account numbers and statements, etc. May also include employee time sheets combined with travel and expense statements. Excludes: <ul style="list-style-type: none"> Attendance – see H01 Honoraria and fees to Council – see F16 	Financial Services	E+7	E = end of the fiscal year	g006 g007

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F10	Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: <ul style="list-style-type: none"> All working notes, calculations and background documentation – see F26 	Financial Services	P**		g069
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program, etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	Financial Services	E+6	E = repayment of loan	g006 g007
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Financial Services	E+6	E = closure of account	g006
F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Financial Services	E+6	E = end of the fiscal year	g006 g007 g032 g034 g055

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F14	Subsidiary Ledgers, Registers, and Journals Includes all subsidiary ledgers, registers, and journals, such as Payment and Receipt Journals and Debenture Registers. Excludes: <ul style="list-style-type: none"> Payroll Registers – see F27 Documents and vouchers used to support entries – file by subject 	Financial Services	E+7**	E = end of the fiscal year	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Financial Services	P		g001 g006 g007 g032 g034 g055 g131
F16	Payroll Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Manulife and La Capitale 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. Excludes: <ul style="list-style-type: none"> Payroll Registers –see F27 Non-payroll related government and statistical reporting – see F28 	Human Resources Originating	E+6	E = end of the fiscal year	g001 g005 g007 g019 g032 g034

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: <ul style="list-style-type: none"> Quotations and Tenders – see F18 	Financial Services	E+7	E = end of the fiscal year	g006 g007 g032 g053 g062

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposals, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	Financial Services Originating	E+7**	<p>Unsuccessful bids are retained for at least 3 years from contract award.</p> <p>Successful quotations and tenders that require a contract or agreement that need by-law approval are kept for E+15 years (E=date the contract or agreement is fulfilled or terminated)</p> <p>Successful quotations and tenders that require a contract or agreement that do not need by-law approval are kept for E+2 years (E=expiry of contract)</p>	g006 g007 g032 g053 g062
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Financial Services Originating	7		g006 g007 g032 g097

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds, such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Financial Services	6		g069
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 Tax Rolls – see F22 	Financial Services	7	Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 Mortgage Companies – see F02 Correspondence related to tax issues that are not of a long-term importance – see F02 	Financial Services	P	tax rolls = when no longer required for planning purposes	g007 g068 g095 (20 year limitation) g161 common practice (P)
F23	Write-Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 	Financial Services Originating	6	Court Services write-offs are kept for 37 years.	g006 g007 g027

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Originating	E+7	E = end of the fiscal year or last day of residence	g047 g051 g062 g097
F25	Security Deposit Includes development deposits, letters of credit, certificates of insurance when required, and records of monies held as security (i.e. bonds).	Financial Services	E+6	E = closure of account	g006 g007
F26	Working Papers – Financial Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: <ul style="list-style-type: none"> Financial Statements – see F10 	Financial Services	E+1	E = after completion of audit	business need
F27	Payroll Registers Includes all annual payroll registers. Excludes: <ul style="list-style-type: none"> Any other subsidiary ledger, register or journal – see F14 Documents and vouchers used to support entries – file by subject 	Human Resources	75		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F28	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: <ul style="list-style-type: none"> Performance management and quality assurance – see A28 	Financial Services	6		business need

Primary Heading: Human Resources

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

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Table 6, Primary Heading: Human Resources

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H01	Attendance and Scheduling Includes records regarding the planning of employee attendance. This includes dates and times of hours worked 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. Excludes: <ul style="list-style-type: none"> • Individual Time Sheets – see F16 • Vacation Time and Pay – see F16 	Human Resources Originating	5	driver daily HOS (hours of service) records = 6 months public vehicle and trip reports = 1 year	g035 g050 g151
H02	Benefits Program Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Excludes: <ul style="list-style-type: none"> • Payroll – see F16 • Individual Pension and Benefits records – see H10 	Human Resources	S		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR driver files, 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. Excludes: <ul style="list-style-type: none"> Grievances – see H14 Harassment – see H15 Health and Safety Training – see H04 Employee Certifications – see H24 	Human Resources Originating	E+6	E = date employee ceased to be employed by employer or the employee's 18th birthday, whichever occurs later Wastewater System/Drinking water system training record = 5 years. Confined space training = cease to perform work and at least 5 years salt program training = 7 years Firefighter employment terms = 25 years.	g035 g045 g065 g103 g139 g148

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety and Insurance Board (WSIB) reports, WSIB certificates, and information on health and safety programs training for staff. Excludes: <ul style="list-style-type: none"> Accidents of the Public – see P05 Lost-time reports and claims – see H13 Joint Health and Safety Committee – see H21 	Human Resources	E+10	E = date the employee is no longer employed by the City For confined space entry training: the two most recent records are kept. Accident reports for construction projects are retained with project records for 1 year after project completion. Paramedic Service records kept according to MOHLT guidelines.	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records. Excludes: <ul style="list-style-type: none"> Employee Records – see H03 	Human Resources	E+1**	E = day last used (Human Rights special program designation minimum of 5 years)	g054

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources Originating	S**		business need
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: <ul style="list-style-type: none"> Collective Agreements – see L04 	Human Resources	E+10**	E = expiry of contract period	g013
H08	Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts. Excludes: <ul style="list-style-type: none"> Job Descriptions – see H06 	Human Resources Originating	S**		business need
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes: <ul style="list-style-type: none"> Employee Records – see H03 	Human Resources	5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H10	Pension and Benefits Records Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: <ul style="list-style-type: none"> • Deductions for pensions – see F16 • General information on pension plans – see H02 • Payments made to OMERS – see F01 	Human Resources	E+50	E = date the employee is no longer employed by the City	g001 g088
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: <ul style="list-style-type: none"> • Successful applications – see H03 	Human Resources	1	Fire Department multi-year recruitments are kept for 2 years.	g071

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H12	Training and Development Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: <ul style="list-style-type: none"> Individual Employee Training Records – see H03 	Human Resources Originating	E+3**	E = date when that particular course ceases to be offered salt use training materials = 7 years Wastewater/drinking water training materials = 5 years Paramedic Service training records kept according to MOHLT guidelines. Only courses developed and presented by the City are subject to archival selection.	g043 g045 g139 g148

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report. Excludes: <ul style="list-style-type: none"> Non lost-time incidents or accidents – see H04 Self-insured STD – see H04 	Human Resources	E+10	E = date the employee is no longer employed by the City Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Excludes: <ul style="list-style-type: none"> Harassment and Violence – see H15 	Human Resources	E+10	E = resolution of the claim	g013 g054
H15	Harassment, Violence and Code of Conduct Includes records dealing with harassment, violence or code of conduct complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: <ul style="list-style-type: none"> Grievances – see H14 Abuse investigation records not involving staff – see P08 	Human Resources	E+3	E = resolution of the complaint Sexual harassment investigations are kept for E+7 years.	g054 g059 business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H16	Criminal Background Checks Category not used. Due to personal information, criminal background check results should be verified but not collected and retained.				
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E+40 or 20 years after last record of exposure	E = date the employee is no longer employed by the City Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation requirements.	g078 g079 g103

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H18	Employee Medical Records Includes doctor's notes, correspondence and health reports related to an employee's medical situation.	Human Resources	E+10	E = date the employee is no longer employed by the City or when the STD/LTD claims are resolved Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation	g078 business need
H19	Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Human Resources	E+5	E = day issued or earlier as may be specified by Commission	g010 g054

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H20	Confined Spaces Includes records relating to the assessment of confined spaces and written plans 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. Excludes: <ul style="list-style-type: none"> • Health and Safety – see H03 • Staff training – see H12 	Human Resources Originating	1 year or the period necessary to ensure 2 most recent records retained		g075
H21	Joint Health and Safety Committee Records Includes records of the City's Joint Health and Safety Committee, such as agendas, minutes, records of inspection, etc. Also includes records relating to Ministry of Labour visits and orders.	Human Resources Originating	E+7	E = end of the calendar year Paramedic Service records relating to Ministry of Labour visits and orders kept according to MOHLT guidelines.	
H22	Employee Oaths/Sworn Statements Includes any signed oaths or sworn statements that are made by an employee as part of their role or position.	Originating	E+1	E = date the employee is no longer employed by the City	
H23	Employee Recognition Includes all records and correspondence related to employee awards and honours granted by the Municipality.	Human Resources	5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H24	Employee Certifications Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	Human Resources	E+2	E = certification expired Paramedic Service certification records kept according to MOHLT guidelines.	g059 g077

Primary Heading: Justice

Includes records regarding POA and Court activities.

Table 7, Primary Heading: Justice

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J01	Certificates of Offence – Part I Category not used.			Refer to Court Services provincial retention timelines.	
J02	Informations – Part III / Accident and Careless Driving Part I Category not used.			Refer to Court Services provincial retention timelines.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J03	Control Lists / Justice Reports Category not used.			Refer to Court Services provincial retention timelines.	
J04	Court Dockets Category not used.			Refer to Court Services provincial retention timelines.	
J05	Transcripts and Records of Court Proceedings Category not used.			Refer to Court Services provincial retention timelines.	
J06	Enforcements and Suspensions Category not used.			Refer to Court Services provincial retention timelines.	
J07	Appeals and Transfers Category not used.			Refer to Court Services provincial retention timelines.	
J08	Statistics / Payment Tracking Category not used			Refer to Court Services provincial retention timelines.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J09	Disclosure Includes information requested by individuals in preparation for court cases.	Court Services	6		MOU
J10	Certificates of Conviction – Part II Includes Court and POA records including Part II – Certificates of Conviction.	Court Services	6		MOU

Primary Heading: Legal Affairs

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

Table 8, Primary Heading: Legal Affairs

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L01	Appeals and Hearings Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none"> Litigation – see Claims L02-L03 Harassment and Violence – see H15 Access to Information appeals – see A17 	Legal Services Committee of Adjustment	P	after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L02	Claims Against the Municipality Includes all litigation and insurance claims made by other parties against the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings – see L01 	Legal Services Risk Services	E+15	E = resolution of the claim and all appeals ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality Includes all litigation and insurance claims made against other parties by the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings – see L01 	Legal Services	E+15	E = resolution of the claim and all appeals	g056 g057 g072
L04	Contracts and Agreements – Under By-law Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, site plan agreements, Committee of Adjustment agreements and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: <ul style="list-style-type: none"> • Office Equipment Maintenance Agreements – see L14 • Contracts regarding Land – see L07 • Insurance Policies – see L06 • Guelph Museums Deeds of Gift – see R03 	City Clerk's Office Originating	E+15**	E = date the contract or agreement is fulfilled or terminated	g060 g068

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Procurement	E+15	E = after a new appraisal has been done	g060
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: <ul style="list-style-type: none"> Employee Group Insurance – see H02 Third Party Contracts – see L04 Insurance Claims – see L03 	Procurement	E+15	E= expiry of policy	g060
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land, such as lot sales, alley closings and allowances, road widenings, whether through voluntary transactions or expropriation. Includes leases, deeds/transfers, including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: <ul style="list-style-type: none"> Tax sales – see F22 	Realty Services	E+10**	E = property disposition or acquisition Renewable energy project agreement terms may not be more than 50 years. Append abandoned petroleum storage tank to deed.	g041 g095 g133 g153
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Legal Services Originating	S**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L09	Precedents Category not used.			Reference – discard when no longer useful.	
L10	Federal Legislation Category not used.			Reference – discard when no longer useful.	
L11	Provincial Legislation Category not used.			Reference – discard when no longer useful.	
L12	Vital Statistics Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: <ul style="list-style-type: none"> Population Statistics – see D01 	City Clerk's Office	P	Marriage licence applications are kept for 1 year after the ceremony.	common practice (P)
L13	Prosecutions – Part III Includes records regarding prosecutions to enforce by-laws and federal, provincial and municipal legislation. Excludes: <ul style="list-style-type: none"> By-law Enforcement – see P01 Appeals and Hearings – see L01 Part I and II Prosecutions – see L15 	Court Services	E+2 years plus current year	E = delivery of judgement/ closing of file	Ministry of the Attorney General guidelines

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under the Canadian Anti Spam Legislation (CASL). Excludes: <ul style="list-style-type: none"> Contracts and Agreements under by-law – see L04 Guelph Museums Deeds of Gift – see R03 	Originating	E+2**	E = expiry of contract River Run Centre and Sleeman Centre license agreements are kept for 6 years. Long-term care service provider agreements are kept for E+7.	g041 g042 g053 g059 g062 g130
L15	Prosecutions – Part I and Part II Includes records regarding prosecutions to enforce parking infractions, notices and tickets/fines. Excludes: <ul style="list-style-type: none"> By-law Enforcement – see P01 Appeals and Hearings – see L01 Part 3 Prosecutions – see L13 	Court Services	E+6 months	E = delivery of judgement/closing of file	

Primary Heading: Media and Public Relations

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

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Table 9, Primary Heading: Media and Public Relations

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: <ul style="list-style-type: none"> • News Releases – see M06 • Recruitment – see H11 • Elections – see C07 	Originating	3**		business need
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the setup and running of special events. Excludes: <ul style="list-style-type: none"> • Permit to hold event – see P11 • River Run event details – see L14 	Originating	5**	River Run event details filed with agreements under L14.	business need
M03	Charitable Campaigns/Fund Raising Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes: <ul style="list-style-type: none"> • Receipts – see F19 	Originating	3**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request. Excludes: <ul style="list-style-type: none"> • Access to Information (Freedom of Information) requests – see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 • Employee recognition – see H23 	Originating	5**	Paramedic Service records kept according to MOHLT guidelines.	g054 g121 g154 g160
M05	News Clippings Category not used.			Reference – discard when no longer useful.	
M06	News Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Corporate Communications	3**		Business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	S**	S+3 if publication is subject to copyright or trademark.	g134
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> Media coverage of speeches/presentations – see M05 News Releases – see M06 	Originating	3**		business need
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Originating	S+5**		g134 g136

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M10	Website and Social Media Content Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook and Twitter. Excludes: <ul style="list-style-type: none"> Published website content – see M07 	Originating	S+2		g059
M11	Community Outreach and Engagement Includes material related to community outreach initiatives and engagement efforts carried out by City departments. For example, the Healthy Landscapes program, fire safety, water conservation initiatives, and environmental and wastewater related initiatives.	Originating	E+5	E = completion of the project or initiative for which engagement was initiated	
M12	Staff Media and Public Liability and Indemnity Forms Includes permission, liability and indemnity forms signed by the public when participating in City events, such as facility tours or entrance on private property. Also includes staff media waivers, such as photo publication forms. Excludes: <ul style="list-style-type: none"> Recreational and Wellness Liability Waivers – see R07 	Originating	3		
M13	Communication Plans and Strategies Includes communication plans and strategies employed by City departments and staff.	Corporate Communications	5		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M14	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Corporate Communications Originating	5**		business need
M15	Intellectual Property Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Originating	E+5	E = copyright, patent or trademark expired or last use	g134 g135 g136

Primary Heading: Protection and Enforcement Services

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

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Table 10, Primary Heading: Protection and Enforcement Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws, such as parking tickets. Includes orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, etc. Excludes: <ul style="list-style-type: none"> • Health and Fire Inspections – see P07 • Investigations – see P08 • Environmental Monitoring – Industrial/ Commercial – see E05 • Prosecutions – see L13 • Animal Control Enforcement – see P14 • Lottery License Enforcement – see P09 	Corporate and Community Safety Originating	10**		g059 g089
P02	Daily Occurrence Logs Includes daily occurrences logs maintained by the Chief Building Official. Also includes logs maintained of daily occurrences such as By-law dispatches and fire assistance calls.	Originating	5**	Fire records are kept for 10 years. EMS records are kept for 6 years.	business need
P03	Emergency Planning and Response 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.	Originating	S** or expiry of plan	E+5 if Canadian Environmental Protection Act applies E = expiry of plan	g144

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons. Also includes Safety Data Sheets (SDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills. Excludes: <ul style="list-style-type: none"> • Staff Safety Training – see H04 • Personal exposure – see H17 • Manifests – see E07 	Originating	S+5	7 years or tank removal + 7 years if Canadian Environmental Protection Act applies	g038 g076 g121 g140 g142 g143 g149
P05	Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: <ul style="list-style-type: none"> • Security – see A18 • Accidents of Municipal Staff – see H04 • Compensation claims and vehicle accidents – see L02 or L03 • Long Term Care Home medication incidents – see S20 • Private Child Care Centre incidents – see S16 • Municipal Child Care Centre incidents – see S10 • Emergency Services Accident Reports – see P18 • Patient Medical Records – see P23 • Fire and Rescue Incident Reports – see P24 	Originating	current year+5		g011

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P06	Building and Structural Inspections Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Fire Prevention and Inspection – see P21 	Building Services	E+10	E = resolution of the issue inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections Includes Fire Marshal's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: <ul style="list-style-type: none"> • Internal Health and Safety Inspections – see H04 • Routine building and structural inspections – see P06 	Originating	S, minimum 1 year		g045
P08	Investigations Includes records of investigations pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment and Violence staff investigations – see H15 	Originating	10**		g059 g089 common practice

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P09	Licences Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, accessible transportation operation and quarries, etc. Excludes: <ul style="list-style-type: none"> Marriage Licences – see L12 Lottery Licenses – see P20 	Corporate and Community Safety	E+6	E = expiry of the license	g017
P10	Building Permits Includes permits issued to builders, contractors and residents giving them permission to build or renovate. Also includes associated forms, drawings for permits and reports from professional bodies and approval from other authorities. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Excludes: <ul style="list-style-type: none"> All other permits – see P11 	Building Services	P		g090 (15 years) common practice (P)

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P11	Permits – Other Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and land opening/closings – see T09 	Originating	E+2	E = expiry of permit	g017
P12	Warrants Includes all warrants issued for By-Law enforcement purposes.	Court Services Corporate and Community Safety	Execution of warrant + 2 Court services search warrants – 40 years		g028 g059
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity. Excludes: <ul style="list-style-type: none"> • Staff Police Background Checks – see H16 • Investigations – see P08 • Prosecutions – see L13 	Court Services Corporate and Community Safety	See comments	Occurrence/ investigation closed or disposition of charge + 5	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P14	Animal Control Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: <ul style="list-style-type: none"> Dog Licenses – see P09 	Originating	E+2	E = date animal was last in the pound	g012
P15	Community Protection Programs Includes records regarding 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. Excludes: <ul style="list-style-type: none"> Video surveillance footage – see A18 	Originating	S+2**		g071 business need
P16	Emergency Services Includes records regarding land ambulance, fire and rescue services.	Emergency Services	S+10	Paramedic Service records kept according to MOHLT guidelines.	g011

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P17	Paramedic Service and Fire Significant Incident and Impact Reports Includes reports and statements documenting significant and noteworthy incidents and events that occur when responding to an emergency medical situation or fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Emergency Services	E+10	Event = date the incident or accident occurred Paramedic Service records kept according to MOHLT guidelines.	g011
P18	Paramedic Service and Fire Accident Response Reports Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: <ul style="list-style-type: none"> Investigations – see P08 	Emergency Services	E+10	Event = date the incident or accident occurred Paramedic Service records kept according to MOHLT guidelines.	g011
P19	Paramedic Service and Fire Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues.	Emergency Services	S+2		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P20	Lottery Licensing Includes lottery license files, lottery organization documents and any lottery reports. Excludes: <ul style="list-style-type: none"> • Marriage Licences – see L12 • Business Licenses – see P09 	Corporate and Community Safety	E+6	E = expiry of the license	
P21	Fire Prevention and Inspection Includes documents related to fire prevention and inspection created by Fire Services, such as property owner permission for inspections to be conducted, reports and any related recommendations. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Building and Structural Inspections – P06 	Emergency Services	E+10	E = date of inspection	
P22	Emergency Access Routes Includes documents relating to Fire Services and Paramedic Service access routes in the City.	Emergency Services	S+5		
P23	Patient Medical Records Includes patient medical records documenting emergency services care.	Emergency Services	E+5	E = discharge of the patient	
P24	Fire and Rescue Incidents Includes material relating to fire incidents, such as occurrence reports.	Emergency Services	10	Records needed to substantiate exposure reports for firefighters are retained for 100 years.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P25	Prohibition Notices and Orders 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.	Source Water Risk Management	15		g016
P26	Facilities Routine Water Use, Monitoring and Testing Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long-term care facilities.	Originating	See comments	pools and recreation camps = 1 child care facility plumbing flush and water testing = 6	g049 g109

Primary Heading: Recreation and Culture

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

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

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Table 11, Primary Heading: Recreation and Culture

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archaeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: <ul style="list-style-type: none"> • Historical Designation By-laws – see C01 • Natural heritage preservation – see E18 	Planning Services	E+3**	E = end of plan year or removal of designation General and background records related to heritage planning and development are kept for 10 years.	g081
R02	Library Services Category not used – Guelph Public Library governed by a separate Board.				
R03	Museum and Archival Services Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: <ul style="list-style-type: none"> • Record Centre Operations – see A10 	Originating	P**	Education, visitor experience and exhibition records are kept E+5** (E=created)	g134

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R04	Parks Management Includes correspondence, descriptions, reports and other records dealing with the management, design, setup, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none"> Building and Property Maintenance – see A20 	Parks and Recreation Originating	10**	Playground equipment maintenance records are retained permanently. Final park design, planning and development decisions, drawings and specifications are retained permanently.	g060 business need
R05	Recreational Facilities Category removed. Duplicates records that should be filed elsewhere.				
R06	Recreational and Cultural Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational and cultural programs to the community, such as youth, sport and fitness, adult education, crafts and other programs.	Originating	See comments	program development and evaluation = 3** program registration = 1 attendance fee collection = 6	business need g006 g071

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R07	Recreational and Wellness Patron Records Includes any medical information or liability waivers or forms signed by patrons of any recreation or wellness program offered by the City. Also includes signed release forms relating to tours of City facilities, such as Solid Waste Resources, Water Services and Wastewater Services. Excludes: <ul style="list-style-type: none"> Staff Media and Public Liability and Indemnity Forms – see M12 	Originating	3		

Primary Heading: Social and Health Care Services

Includes records regarding social services and health care programs.

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Table 12, Primary Heading: Social and Health Care Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S01	<p>Children's Day Care and Nursery Services</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>Excludes:</p> <ul style="list-style-type: none"> • Children's services not related to day care and nursery schools – see S07 • Day care and nursery school enrolment records – see S10 • Home day care program clients – see S17 • Medical client records – see S06 • Day care and day nursery facility operation records – see applicable category • Water, Plumbing and flushing records – see P26 • Fire drill records – see H04 	Originating	S (review after 3 years)		g125

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S02	Elderly and Supportive Assistance Services Includes general program information regarding programs intended to improve the quality of life for senior citizens and people with disabilities, 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. Excludes: <ul style="list-style-type: none"> • Long-term Care Facility Residents – see S03 • Long-term Care Operations – see S20 • Disability Support Clients – see S13 	Community Services	S (review after 3 years)		business need
S03	Long Term Care Facility Resident Records Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S04	Community and Social Assistance Services Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs. Excludes: <ul style="list-style-type: none"> • Ontario Works Case Records – see S05 • Social Housing Programs – see S14 • Housing and Homelessness research and initiatives – see S14 • Social and health care planning and management – see S20 • Programs for the elderly and persons with disabilities – see S02 • Social Assistance Program Applications and Parton Files – see S11 • PAL and LAC Program Applications and Patron Files – see S12 	Originating	S (review after 3 years)		business need
S05	Ontario Works Clients Category not used.				
S06	Medical Case Clients Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S07	Children's Services Includes general program information regarding programs benefiting children with disabilities, 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. Excludes: <ul style="list-style-type: none"> • Medical client case records – see S06 • Day care and day nursery programs – see S01 	Originating	S (review after 3 years)		business need
S08	Public Health Category not used.				
S09	Cemetery Interment Includes records related to the issuance of burial permits. Excludes: <ul style="list-style-type: none"> • Building and Property Maintenance – see A20 • Promotional materials – see M07 • Price lists and cemetery operation – see S22 	City Clerk's Office	P**	Transfer to archives if no longer managed.	g048 g101
S10	Day Care and Day Nursery Clients Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S11	Social Assistance Program Applications and Patron Files Includes applications and records containing personal information related to a patron's qualification for or use of a social assistance program. Excludes: <ul style="list-style-type: none"> General Social Assistance Program information – see S04 Affordable Bus Pass, PAL and LAC Program Applications and Patron Files – see S12 	Originating	E+2	E = date of last use or cancellation of enrolment in the program	
S12	Affordable Bus Pass, FAIR, PAL and LAC Program Applications and Patron Files Includes applications and records containing personal information relating to a patron's application and qualification for the Affordable Bus Pass, PAL and LAC social assistance programs. Excludes: <ul style="list-style-type: none"> General Social Assistance Program information – see S04 Social Assistance Program Applications and Parton Files – see S11 	Community Investment	2		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S13	Disabilities Support Clients Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities. Excludes: <ul style="list-style-type: none"> • Children's program information – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	E+7	E = no longer receiving support	g155

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S14	Housing Services Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs including construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives. Excludes: <ul style="list-style-type: none"> Resources used to assist potential tenants – see S04 	Community Services	10		g052 g163
S15	Housing Tenant Clients Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms. Excludes: <ul style="list-style-type: none"> Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	E+5	E = no longer resides	g053 g163

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S16	Home Child Care Program Administration Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records and financial reconciliation information.	Community Services	3		g125
S17	Home Child Care Program Clients Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals. Excludes: <ul style="list-style-type: none"> Day care and day nursery clients – see S10 	Community Services	E+3	E = last participated date	g126
S18	Social and Health Care Planning and Management Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Community Paramedicine programs.	Community Services	E+5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S19	Client Care Coordination Includes records regarding individual clients and their care coordination planning. Excludes: <ul style="list-style-type: none"> Public health medical client information – see S06 	Community Services	E+10	E = no longer receiving support Paramedic Service records kept according to MOHLT guidelines.	g019 g053 g084 g085 g126 g155
S20	Long Term Care Operations Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents. Excludes: <ul style="list-style-type: none"> Complaints – see MO4 Serious occurrence and abuse allegations investigation – see P04 Food preparation and Service monitoring – see S21 	Community Services	4	Paramedic Service records kept according to MOHLT guidelines.	g003 g064 g163

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S21	Food Preparation and Service Category not used.				
S22	Cemetery Operations Category not used.				

Primary Heading: Transportation Services

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

Table 13, Primary Heading: Transportation Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Facilities Management Public Works Engineering Services	E+6	E = removal of the equipment Specifications are kept permanently.	business need
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Originating	E+6	E = closure of lot or space	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T03	Public Transit Operations Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit coordination. Excludes: <ul style="list-style-type: none"> • Accessible transportation application and approval – see S13 • Driver scheduling – see H01 	Transit	E+1**	E = closure of route/shelter/stop 2 year minimum retention	g094 business need
T04	Road and Sidewalk Construction Includes records and studies regarding construction projects on roads and sidewalks. Includes the construction of new roads and major improvements to existing roads and sidewalks, such as resurfacing, widening, etc. Excludes: <ul style="list-style-type: none"> • Design and Planning – see T05 • Routine maintenance and minor improvements to road systems – see T06 • As-Builts – see A30 	Public Works Engineering Services	E+5**	E = project finished Specifications are kept permanently.	g073
T05	Road Design and Planning Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	Engineering Services Originating	E+5**	E = project constructed Specifications are kept permanently.	g073

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T06	<p>Road and Sidewalk Maintenance and Salt Usage</p> <p>Includes records and studies regarding the inspection and maintenance of roads and sidewalks. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine Maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.</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>Excludes:</p> <ul style="list-style-type: none"> • Non salt usage training records – see H03 	Public Works	E+5	<p>E = project finished</p> <p>salt plans, usage, training and reports = 7 years</p> <p>Specifications are kept permanently.</p>	g073 g139
T07	<p>Signs and Signals</p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Visual Identity Program – see M09 • Sign Permits – see P11 	Public Works Engineering Services	E+1	E = removal of sign/signal	g073

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: <ul style="list-style-type: none"> Permits for temporary closures – see P11 	Traffic	E+3**	E = project finished Temporary road closures = 2 years.	business need
T09	Roads and Lanes Openings/Closures Includes records regarding roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. Also includes records related to requests to open road and street allowances. Excludes: <ul style="list-style-type: none"> Temporary road closures – see T08 Land Sales – see L07 Road Closing By-laws – see C01 	Public Works	E+1**	E = project finished	business need
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Engineering Services	E+1	E = project finished Records required for maintenance and planning purposes are kept permanently.	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering Services	E+5	E = project finished Records required for maintenance and planning purposes are kept permanently. Specifications are kept permanently.	g073

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Primary Heading: Vehicles and Equipment

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

Table 14, Primary Heading: Vehicles and Equipment

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V01	Fleet Management Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, preventative maintenance inspections sheets, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: <ul style="list-style-type: none"> Insurance Policies – see L06 Accident Claims – see L02, L03 Leases/Contracts – see L14 Daily Reports/Logs – see V05 	Originating	E+6 months	E = termination of lease or de-servicing of vehicle public vehicles trip record = 1 preventative maintenance inspections sheets = current year+2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	Originating	E+1	E = disposal of equipment	g074 common practice

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V03	Transportable Equipment Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+1	E = disposal of equipment	g074 common practice
V04	Protective Equipment Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: <ul style="list-style-type: none"> Uniforms and Clothing – see A14 	Originating	E+1	E = disposal of equipment	g074 g075 common practice
V05	Fleet Daily Inspection Reports/Logs Includes records regarding drivers' daily inspection reports or logs for all current fleet vehicles. Excludes: <ul style="list-style-type: none"> Vehicle history or maintenance – see V01 	Originating	E+ 6 months	E = last date in completed inspection booklet	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V06	<p>Ancillary Equipment</p> <p>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. Also includes setup tests and manuals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Gasoline storage tanks – see E24 • Mechanical and operational systems integral to building structure – see A29 • Private/small water systems – see E22 	Originating	E+1	<p>E = disposal of equipment</p> <p>Setup tests are kept until superseded.</p>	g074 g157

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Staff Report



To	Committee of the Whole
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, November 2, 2020
Subject	2020 Corporate Asset Management Plan and Progress Report

Recommendation

1. That the 2020 Corporate Asset Management Plan dated November 2, 2020 be approved.
-

Executive Summary

Purpose of Report

The purpose of this report is to seek Council approval of the updated Corporate Asset Management Plan and report on implementation progress of the Corporate Asset Management Program and Asset Management Policy objectives.

Key Findings

Over the past 4 years, there has been significant progress in the asset management program, and the City is positioned to move from a core to an advanced rating by 2024.

As the Corporate Asset Management Program matures, confidence in the data continues to improve which improves the accuracy of calculations including the City's backlog and sustainable funding targets. Based on current data and knowledge, the backlog is estimated to be \$289M.

This Plan confirms that the City's long-term Infrastructure Renewal Funding Strategy is successful and should continue. Further, the results highlight a need to focus on addressing the increasing staff resource requirements to deliver a growing capital plan.

The consistent use of asset management guidelines and principles, with an effort placed on continuous improvement, will lead to an optimized balance between asset performance and asset risks, creating real value for the City of Guelph and its citizens.

Financial Implications

This report includes no specific financial requests. The implications of approving the updated Plan requires continued investment in both capital and operating budgets to ensure funding is available to carry out required maintenance, renewal and replacement of assets. In the long-term, implementation of comprehensive asset

management processes and practices will result in the optimization of both capital and operating financial investments.

This Plan confirms that the City's long-term Infrastructure Renewal Funding Strategy is successful and should continue. The goal to increase capital infrastructure funding to the sustainable targets over the long-term will mean a reduction in the infrastructure backlog and mitigation of the increasing risk of failing infrastructure assets and service delivery interruption.

While annual sustainable funding targets corporately increased moderately, (increase from \$114 million to \$124 million, or 8%), a notable shift from previous understanding is that Water Services is no longer sustainable, while Wastewater Services is much closer to reaching this funding milestone. For this reason, Council will see the capital strategy adjusted as part of the 2021-2024 Budget. Further refinements in Stormwater and Parking Services models will be included in the future financial model updates expected in 2021 and 2022/2023, respectively. The tax supported sustainability target remained consistent with past estimates.

This Plan update and refinement of funding strategies is reflective of the increasing maturity of the City's asset management practices, and specifically of our ability to identify, gather and use condition data to drive financial decisions.

Report

Introduction

The City of Guelph contributes to a high quality of life for the community by providing diverse services including recreation, culture, drinking water, wastewater treatment, stormwater drainage, garbage collection, public transit, transportation networks, and emergency services. If all of the assets that support these services were to be replaced today it would cost \$4.39 billion dollars, or about \$31,000 dollars per Guelph resident. The Corporate Asset Management Plan (The Plan) outlines the processes and practices in place to achieve the maximum value from the City's assets and ensure the delivery of City services for the foreseeable future.

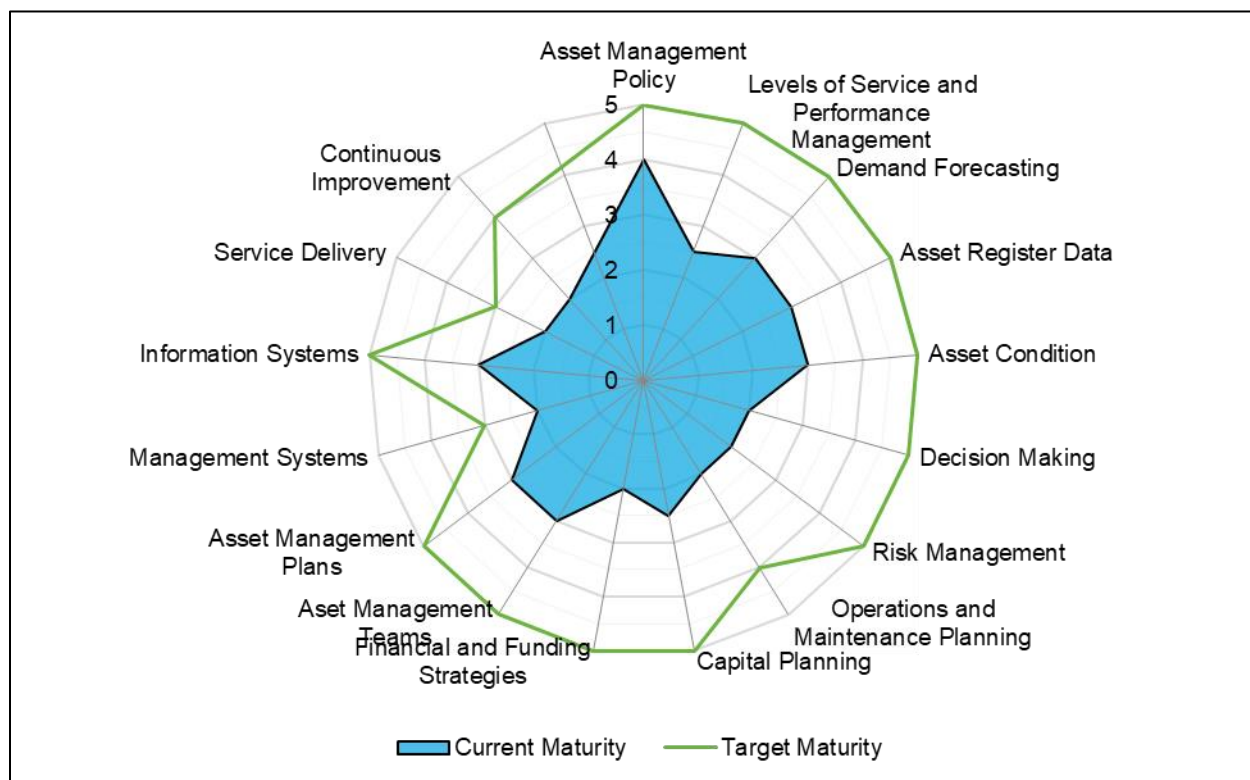
The City of Guelph has been managing assets in a way that balances levels of service, risk, and cost effectiveness throughout the entire asset lifecycle. The City has adopted effective and comprehensive asset management strategies across the organization and supports the long-term sustainability and efficiency while maintaining levels of service. Refer to the [Corporate Asset Management Plan](#) for more details.

Asset Management Program Progress

One of the goals of the first Asset Management Plan (2016) was to establish a baseline of asset management practices to inform a work plan for continuous improvement of the asset management program into the future. In 2019, an updated maturity assessment was completed to evaluate progress against the 2016 baseline. In 2016, the maturity rating at the City was "basic" (2.6 out of 5). The work since 2017 has moved the City forward, resulting in the overall rating being in the "core" category (3.6 out of 5). As the program continues to mature, a work plan has been developed to move the City to "Advanced" categories in time for the next Asset Management Plan update in 2024 (which would be a maturity rating of 4.6

out of 5). Figure 1 presents a depiction on the maturity levels of the practice by category.

Figure 1: Asset Management Maturity Illustration



The City of Guelph is already viewed in the industry as very strong within Asset Management as the City has surpassed the Ontario Regulations, have integrated asset management into the Capital Budget, created innovative tools to report prioritization data, presented at various conferences and are continuously approached by various other municipalities to share our developments.

In 2019 and 2020, a number of initiatives were implemented which solidified the City's maturing direction of having the asset management plan inform capital budgeting and long-term sustainable planning, which included:

- Staff developed a ten-year fully funded capital forecast that was informed by the asset management outcomes. The internal funding allocation methodology used in the development of the 2021-2030 Capital Budget and Forecast is based on the sustainable funding requirements identified in the corporate asset management plan.
- Performance forecasts were provided for each program of work to illustrate the impacts of forecasted funding levels on the infrastructure performance.

As work continues on the Corporate Asset Management Program and the program matures to an advanced rating, the level of sophistication and detail in both the funding allocation and project optimization is expected to increase, and the integration between asset management planning and capital budgeting will be strengthened. Overall, this will help ensure the best possible decisions are being made regarding the City's assets, based on evidence-based business cases and long-term financial forecasts that support sustainability. For more details about the

Asset Management Program, please see Attachment-1 2020-2024 Asset Management Work Plan Initiatives.

2020 Corporate Asset Management Plan

The 2020 Corporate Asset Management Plan is a strategic document that states how the City's assets are to be managed over a period of time. The Plan describes the characteristics and condition of infrastructure assets, the level of service (LOS) expected from them, planned actions to ensure the assets are providing the expected LOS, and financing strategies to implement the planned actions. The following sections provide a summary of the key components of the Plan. The full [Corporate Asset Management Plan](#) is available online.

Duration and Updates to the Plan

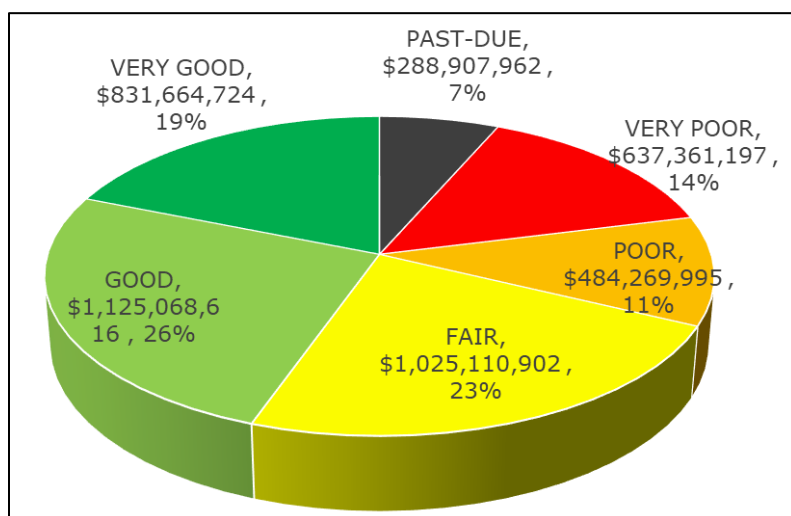
A 25-year asset renewal outlook is used to capture the full lifecycle of the assets when identifying the timing of asset replacement and rehabilitation requirements, and associated costs in correlation with the City's 25-year capital forecast. In the previous Asset Management Plan, a 100-year timeframe was used. However, through the update of the Asset Management Plan the City has decided to align with the Capital Budget program by using a 25-year timeframe.

This Asset Management Plan will be updated annually, with a full re-evaluation at least every four years, or following the update of the City's Corporate Strategic Plan.

State of the Assets

The state of the assets section provides a quantitative assessment of the asset portfolio in terms of overall replacement value and estimated remaining life. The chart in Figure 2 presents the breakdown of the condition of the City asset inventory according to the replacement value of the assets. The condition of the assets is fairly evenly split among the different condition levels. Slightly more than 44% of the assets are rated in "good" or "very good" condition while about 32% are rated in less than "fair". This is a good distribution; the lack of a large percentage of the assets "very poor" or "poor" condition indicates that regular activities have been occurring to keep the asset base in an overall beneficial and functional condition. The implication is that within the next 1-10 years those assets may require either replacement or significant rehabilitation to ensure their continued long-term function. This will be addressed within the Capital Budget Forecast.

Figure 2: City of Guelph's Assets by Condition



Desired Levels of Service

One of the objectives of asset management planning is to ensure that the performance and service provided by the assets meet the needs and expectations of the community.

Beginning in 2020, the City is undertaking several key initiatives to define LOS over the long-term. The vision is for the City to establish key LOS requirements and better understand the relationship between the LOS and costs to provide the service. As Asset Management continues to mature, City staff will be developing community-driven LOS for all business areas through development of the core asset management plans. Tools and techniques will be developed to model LOS by the next major Plan update in 2024.

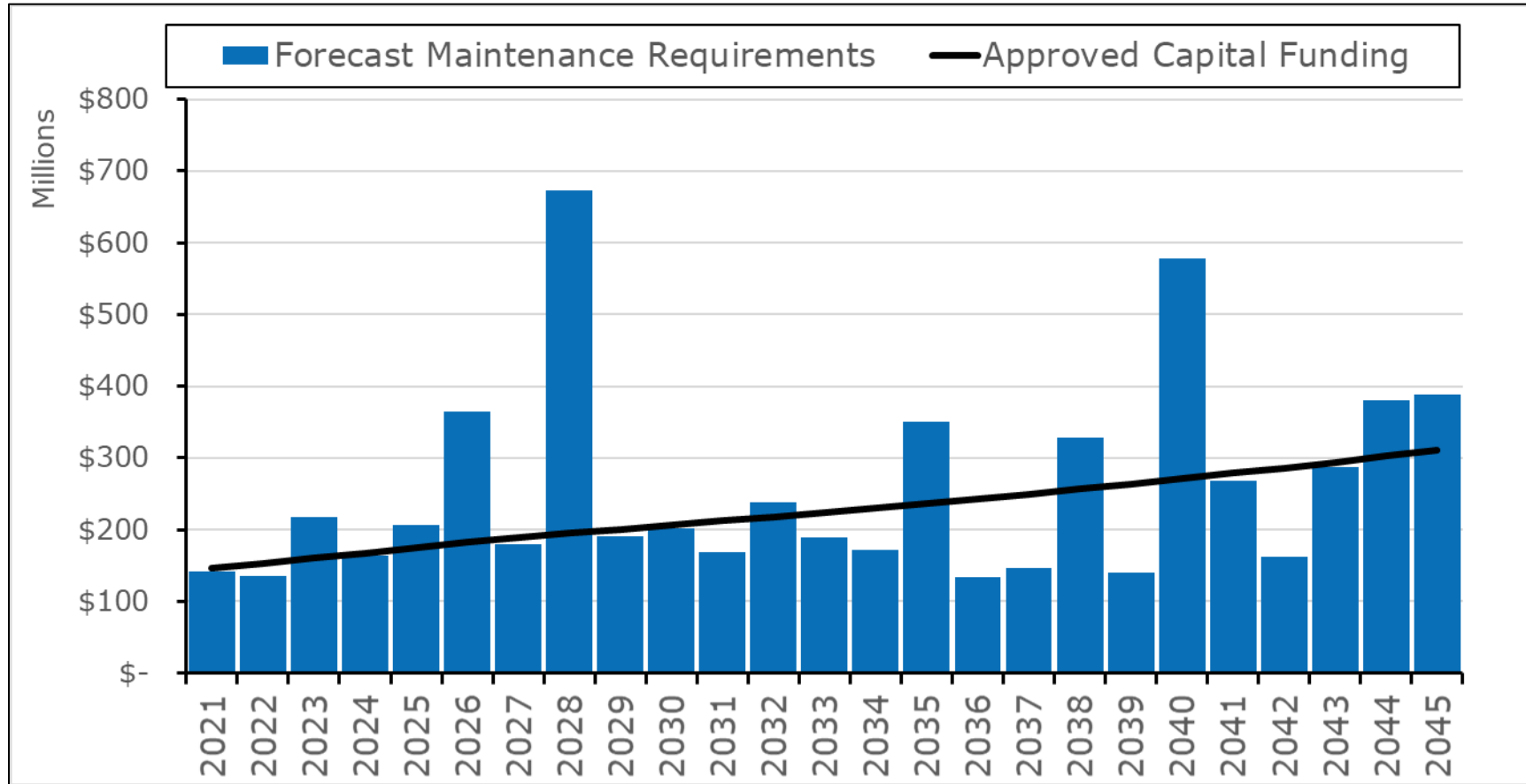
Financing Strategy

The Plan supports the City's long-term financial strategies through determining the estimated backlog and setting sustainable funding targets by service.

The Corporate Asset Management Plan utilizes a 25-year forecast of replacement needs based on asset condition to establish the sustainable annual funding targets. These targets are used to allocate available tax funding equitably amongst the various services and asset groups, allowing each service to plan using a reliable source of funding. Capital plan decisions are based on evaluating asset condition, level of service and risk of deferral, ensuring that available funds are used most effectively.

Figure 3 represents the 25 year financial forecast that illustrates the City's requirements for maintenance, growth and renewal against the projected level of available funding for all three. As the graph demonstrates, required funding in the first 15 years is higher each year than available funding, resulting in critical project deferral decisions. This deferral may increase annual maintenance costs above current projected levels requiring additional investment in these activities to ensure continued operation of assets. As the City reaches the later years of the forecast funding will allow for some catchup on deferred projects, however, funding does not cross the average level until 2042, meaning that the backlog by that time will have increased and it will take time to bring assets back to a state of good repair.

Figure 3: 25-Year Financial Forecast



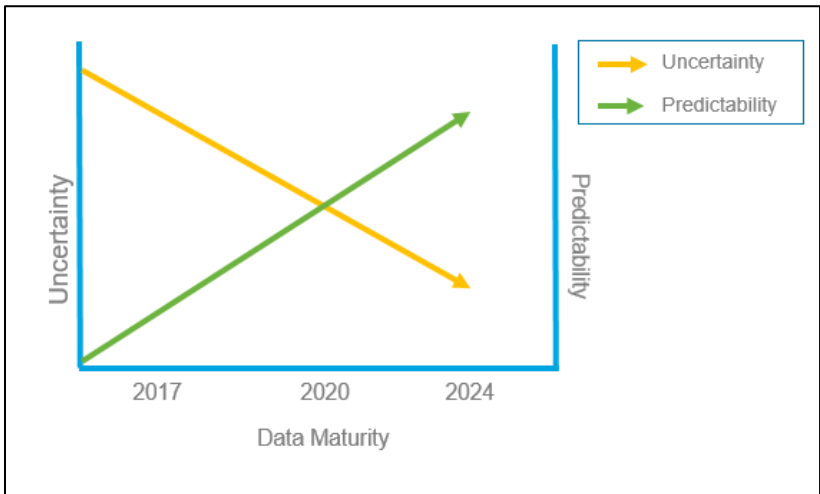
The Plan has been fully integrated into the capital budgeting process to ensure it aligns with asset replacements, maintenance, renewal and growth.

Infrastructure Backlog

The infrastructure backlog represents the assets that have exceeded their service life based on a condition inspections. Since the Corporate Asset Management Program began in 2016, the program has been continuously maturing through increasing asset inventory and condition data. In 2017, the backlog was calculated using the best information available, which was the assets expected lifespan based on the asset installation date. In 2020, the City has more mature data for majority of assets and has calculated the backlog values based upon actual condition data. For the assets that have not been reviewed through a complete inventory and condition assessment, the expected life span was the target used to calculate the backlog value. Using this updated and improved methodology, the replacement value of the backlog is now calculated at \$289 million, a decrease of \$201 million.

As the City’s Asset Management program continues to mature, the data confidence will increase, this is illustrated in Figure 4, which represents how the maturity in data will continue to improve the backlog values. Once the Plan reached an Advanced Maturity the City will see a decrease in backlog changes per update.

Figure 4: Data Maturity Impact on Estimated Backlog



Sustainable Funding Targets

Since 2017, the City has been using Asset Management Data to inform sustainable capital renewal funding levels. The sustainable targets focus on supporting the renewal and replacement of assets; they do not include maintenance or growth funding requirements. Maintenance and growth are assumed to be at stable levels currently, however future work will focus on better understanding optimal investment relative to current investment.

The target sustainable funding, which includes annual operating transfers to capital renewal reserve funds for tax and non-tax services as well as reliable annual funding from other levels of government, specifically Federal and Provincial Gas Tax Funding programs, has increased by 8%. This is due to a better understanding of inventories and expected useful life of assets.

For tax funded areas, the progress made since 2017 through annual increases in capital funding remains in line with the new estimates. Based on this update, continuation on the plan laid out in 2017 will see sustainable tax funding levels by approximately 2037, which remains in line with prior estimates.

Through the current update, the non-tax funded services (Parking, Stormwater, Wastewater and Water Services) saw significant changes in their respective annual sustainable funding levels. Parking and Wastewater estimates have decreased 58% and 30% respectively, while Stormwater and Water have increased 76% and 69% respectively. In total, the non-tax target has increased, reflecting that future infrastructure renewal budgets will focus funding increases on the services which have the highest need as presented in Table 1.

Table 1: Sustainability Funding Comparison 2017 to 2020

Funding Type	2017 Estimated Sustainable Funding Target	2020 Estimated Sustainable Funding Target	% Change
Tax	62,871,000	63,200,500	0.5%
Parking	2,500,000	1,058,900	-58%
Stormwater*	11,100,000	19,576,800	+76%
Wastewater	24,600,000	17,305,200	-30%
Water	13,400,000	22,614,900	+69%
Total	114,471,000	123,756,300	8%

*Stormwater target was updated in the 2019 budget due to revised inventories since 2017.

Infrastructure Gap

The infrastructure gap is the difference between the funding needed in a given year to build, maintain, repair and replace infrastructure and the amount of funding available. Once sustainable funding is reached and asset data is fully matured, the value of the backlog will remain constant, and then start to decline over-time. The sustainable funding level estimate is based on the 25 year average replacement cost of all assets currently in place. The replacement costs and timelines were established by the initial Corporate Asset Management Plan using available data, industry best practices and some investigation of current state.

The current tax supported infrastructure renewal strategy was introduced in 2017 to move the City towards sustainable funding over a planned 10 year implementation phase. Through the first four years of the strategy the increase in annual tax funding directed to infrastructure renewal is \$7.5 million with a cumulative amount of \$19.1 million.

Through the maturity of the City's asset data, the estimated backlog has decreased. However, this does not mean the City is funding capital at a sustainable level. The asset management program indicates that the City's Infrastructure Renewal

Funding Strategy is successful and that this should continue to be a priority focus for financial investment.

Project Management Capacity

The City has taken steps to increase funding towards sustainability to ensure infrastructure renewal projects are able to be funded over the 25 year horizon. However, as the Capital Budget/funding levels have been growing, the unspent capital budget figure has also been increasing. This trend, coupled with the Plan's identified need to increase Capital Budgets, will mean increasing the City's capacity to deliver projects from a staffing perspective. Without an increase in staffing resources, unspent capital will likely continue to grow, or Capital Budgets will need to be reduced. Without executing an increasingly large capital plan, aged assets will begin to fail, causing significant concern to service continuity and community safety. Staff are developing a strategy to address these resourcing concerns, which will be brought to Council during 2021.

COVID Impacts

The beginning of the COVID-19 pandemic coincided with the beginning of the preparation of the Plan in the spring of 2020.

The effects of the COVID-19 pandemic may result in physical changes to some assets, but as of this writing the full extent of any required changes are unknown and will need to be identified through future iterations of the Plan.

Conclusion

The City has established itself as an industry leader in asset management practices. Over the past 4 years, there has been significant progress in the Asset Management program, and the program is positioned to move from a core to an advanced rating by 2024.

As the City matures the Asset Management Program, improvements continue in the confidence of data, which improves the accuracy of calculations including the City's backlog and sustainable funding targets. Based on current calculations, the backlog is \$289M, which solidifies that the City needs to continue executing the long-term capital financial strategies with a new focus on addressing the increasing staff resource requirements to deliver a growing capital plan.

This Plan presents a continuous improvement program in terms of two components:

1. Actions related to improving future asset management plans; and,
2. Actions to advance the City's overall asset management capabilities

The consistent use of asset management guidelines and principles, with an effort placed on continuous improvement, will lead to an optimized balance between asset performance and asset risks, creating real value for the City of Guelph and its citizens.

Financial Implications

This report includes no specific financial requests, the implications of approving the updated Plan requires continued investment in both capital and operating budgets to ensure funding is available to carry out required maintenance, renewal and replacement of assets. In the long-term, implementation of comprehensive asset

management processes and practices will result in the optimization of both capital and operating financial investments.

This Plan confirms that the City should continue to support both tax supported and non-tax supported Infrastructure Renewal Strategies to reach sustainable funding. Without this, the backlog will grow, increasing risk of failing infrastructure assets and service delivery interruption.

While annual sustainable funding targets corporately overall have increased moderately (increase from \$114 million to \$124 million, or 8%), a notable shift from previous understanding is that Water Services is no longer sustainable, while Wastewater Services is much closer to meeting this funding milestone. For this reason, Council will see the capital strategy adjusted as part of the 2021-2024 Budget. Further refinements in Stormwater and Parking models will be included in the next financial model update expected in 2021 and 2022/2023, respectively.

Corporately the infrastructure backlog has been reduced by \$201 million, and further analysis shows there is a significant shift in where the backlog exists in the City. The tax and Stormwater, Wastewater and Parking Services saw decreases in backlog in the range of 40% to 80%; Water Services has seen an increase in backlog of over 100%. This further supports the updated Water Services capital strategy in the 2021-2024 Budget.

This Plan update and refinement of funding strategies is reflective of the increasing maturity of the City's asset management practices, and specifically of our ability to identify, gather and use condition data to drive financial decisions.

Consultations

Consultation and communication are key elements of the planned corporate asset management initiatives. Since 2016, an Asset Management Steering Committee was established and continues to meet bi-annually for consultation throughout the organization. As the Asset Management Program matures, there will be future opportunity for external community engagement to discuss the plans that are in development. A detailed communication and consultation plan for community engagement is in development and will be valuable when we seek Council decision on defining the desired levels of service. The Asset Management Policy also outlines annual reporting to Council on the Corporate Asset Management progress by the second quarter of each year.

A City-wide Asset Management Steering Committee meets every six months to make key decisions and coordinate efforts related to the Asset Management program. In addition to internal communication and regular reporting to Council, an Asset Management page on the City's website has been created and can be accessed at <http://www.guelph.ca/assets>. The webpage provides an overview of asset management fundamentals, and collates asset management documentation such as staff reports, the asset management policy, asset management plans, and other related documents.

Strategic Plan Alignment

Working Together for our future

The Asset Management Plan aligns with developing a long-term financial and resource strategy focused on affordably achieving the following:

- Maintaining our delivery of core services,
- Clarifying the service levels the City delivers to the Community,
- Establishing a multi-year budgeting and planning processes, and
- Exploring new funding options, service delivery models and partnerships to ease taxes for residents and businesses

Building Our Future

The City's goal is to maintain existing community assets and secure new ones. This is one of the main components of asset management, alongside looking at areas for growth to expand our community by:

- Managing existing infrastructure,
- Continuing to develop new assets that respond to Guelph's growing and changing social, economic and environmental needs, and
- Supporting the development of new assets through advocacy and policy work

Attachments

Attachment-1 2020-2024 Asset Management Work Plan Initiatives

Departmental Approval

Tara Baker, CPA, CA, Treasurer/General Manager Finance

Asset Management Steering Committee

Report Author

Monica Silva, Acting Manager, Corporate Assets and Project Management

This report was approved by:

Terry Gayman, P.Eng.

City Engineer / General Manager, Engineering and Transportation Services

Infrastructure, Development and Enterprise Services

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This report was recommended by:

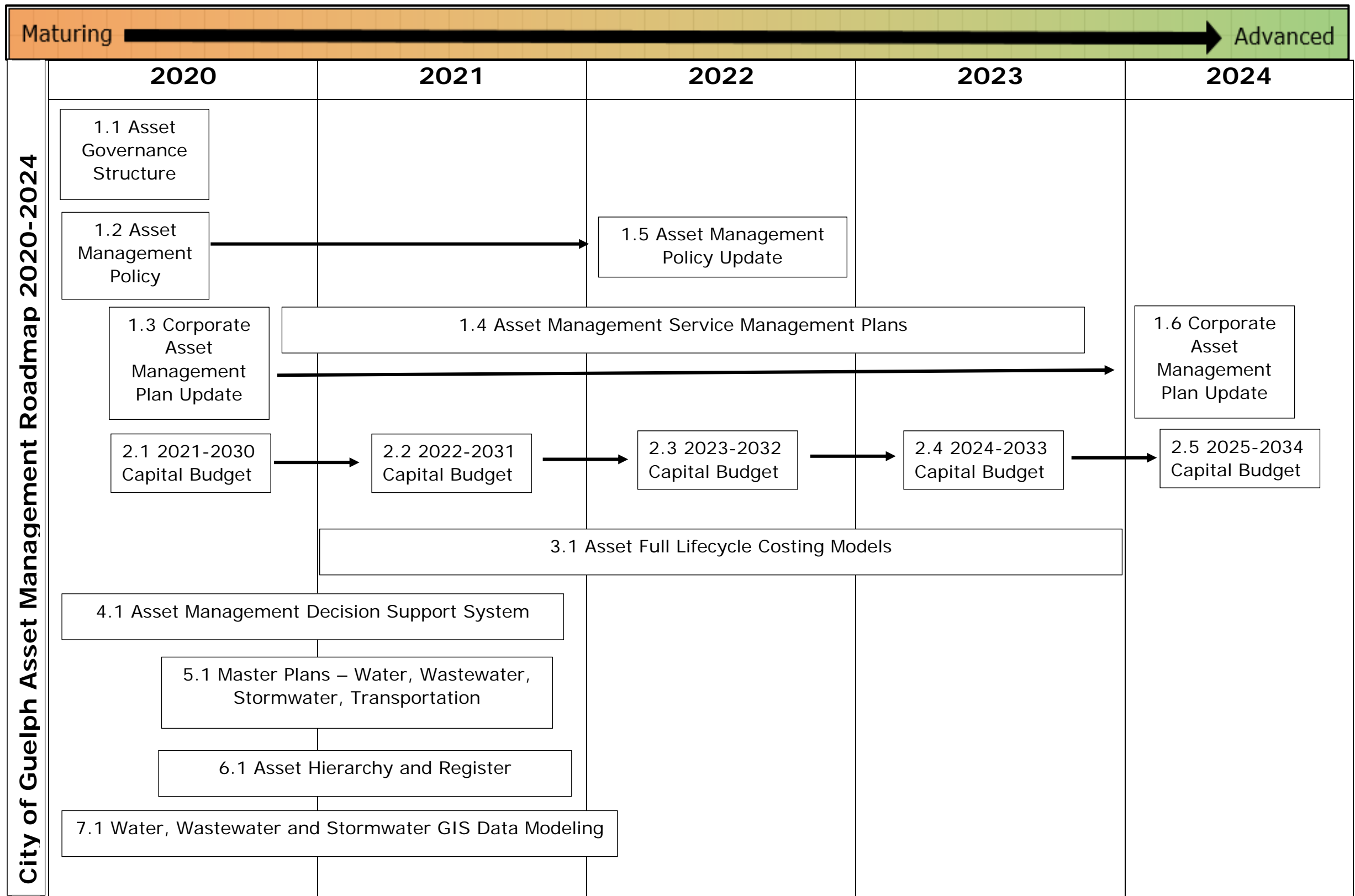
Kealy Dedman, P.Eng, MPA

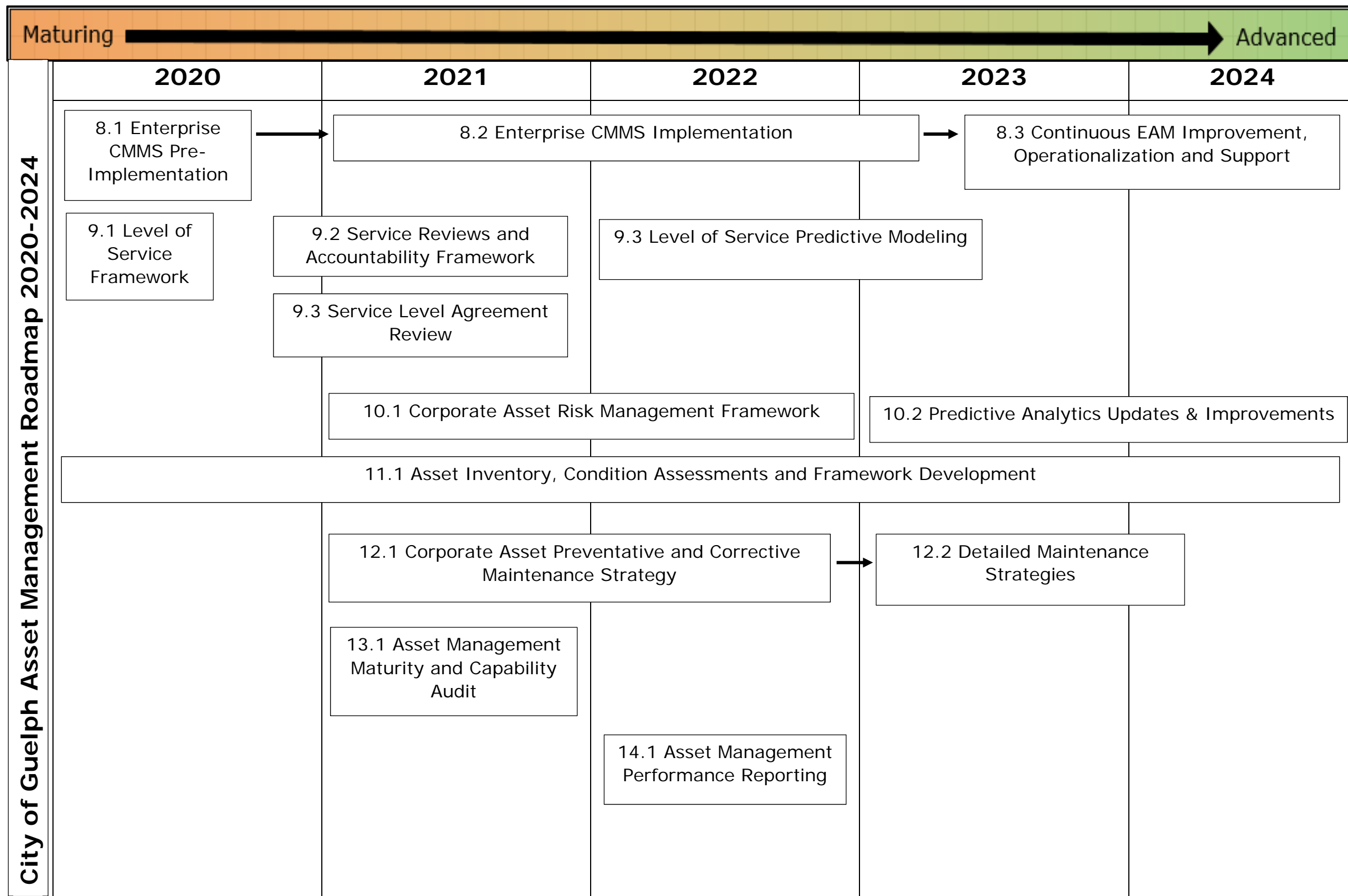
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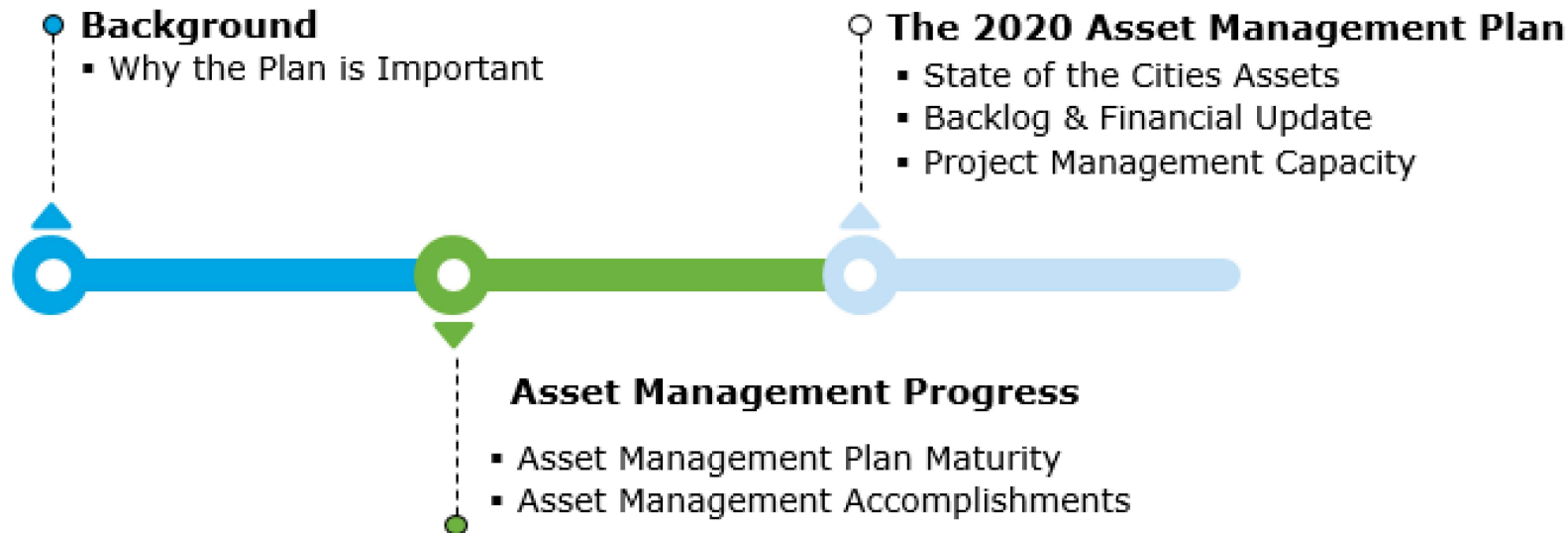
Corporate Asset Management

2020 Asset Management Plan and Progress Update

Committee of the Whole

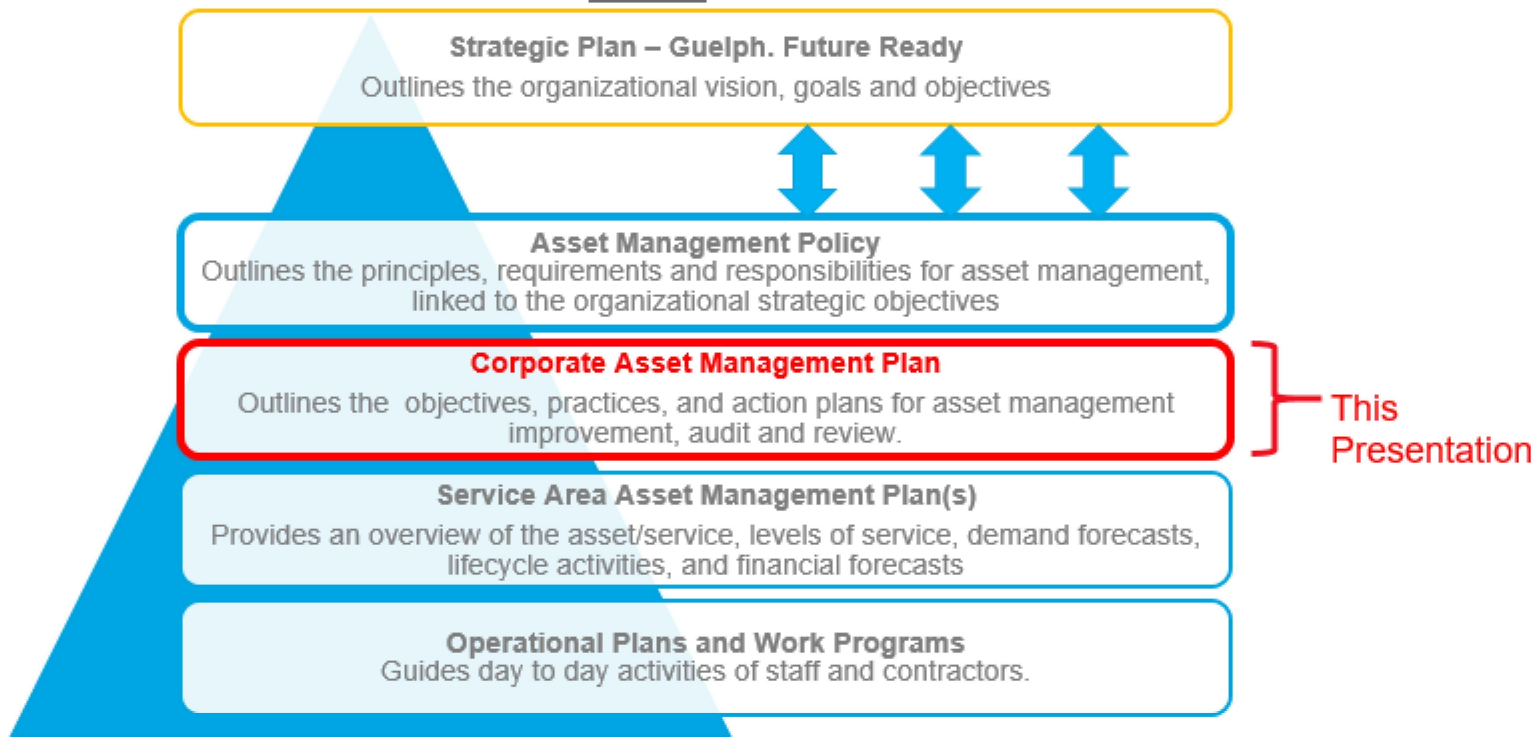
Agenda

2020 Corporate Asset Management Plan and Progress Update



Documents in the AM System

Background



Why the Plan is Important

Background

- Help protect and enhance the quality of life in Guelph by ensuring the best possible decisions regarding our assets.
- Support evidence-based business cases for budgets and long term financial forecasts.
- Drive longer term thinking and planning.
- Support financial sustainability.



O. Reg 588/17

Strategic Asset Management Policy Update

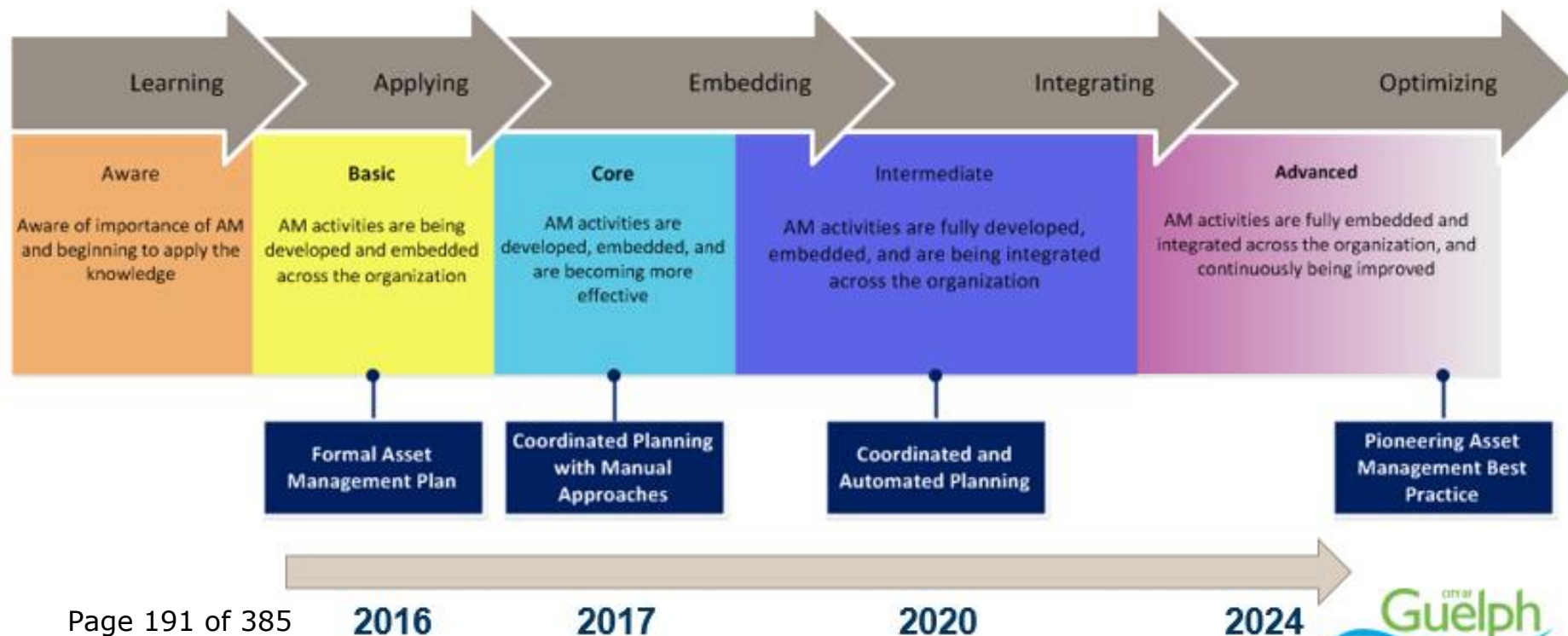
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- O. Reg 588/17 under the Infrastructure for Jobs and Prosperity Act, 2014 was posted in December, 2017.
- The regulation requires:
 - ✓ ■ A Strategic AM Policy by July 1, 2019
 - ✓ ■ An AMP (Core Assets) by July 1, 2023
 - ✓ ■ Proposed levels of service by July 1, 2024
 - ✓ ■ Annual Council presentation of Asset Management



Asset Management Maturity

Asset Management Journey



Asset Management Plan Accomplishments

The 2020 Corporate Asset Management Plan

Leading within Asset Management

Integrated AM data into Budget Analysis
Developed Performance and Financial
Forecasts for all asset portfolios

Mature in AM Planning

Acquired AM Planning Tool
Developed an Integrated Corridor Model –
Won OPWA Award

Community Level Driven LO

LOS metrics developed



Maintenance Management Improvements

CMMS Implementation

Maturity in Data

Inventory and Condition Assessments

Training within Corporation

AM Training Internally

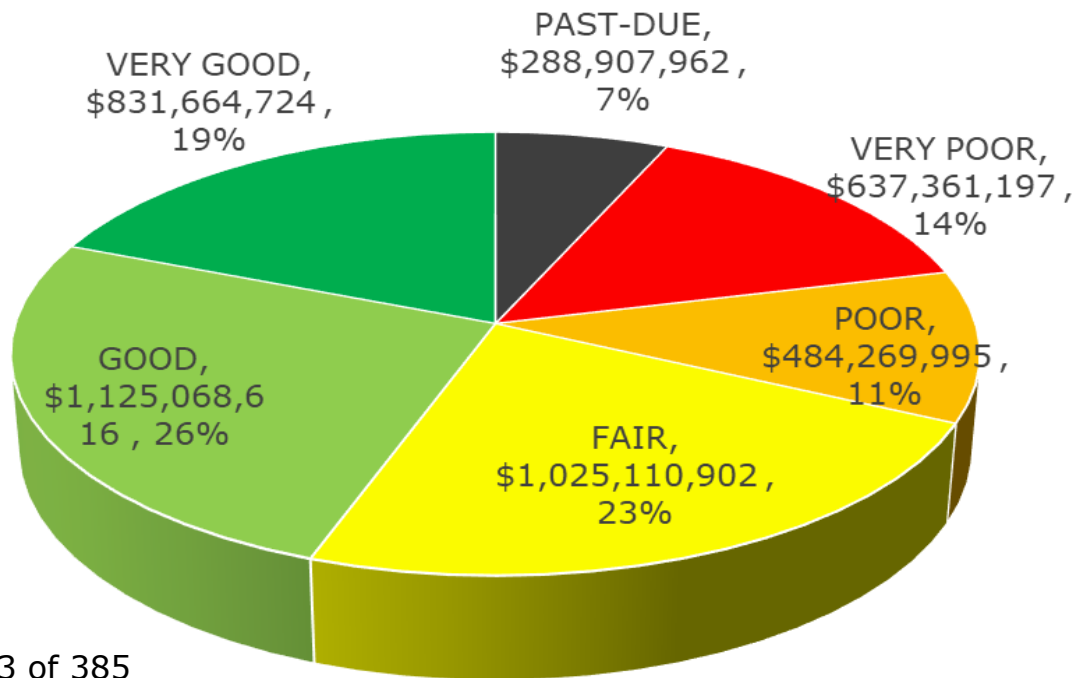
**\$4.39 Billion in
Total**

Which is \$31,000
per Guelph
resident

State of the Assets

The 2020 Corporate Asset Management Plan

8

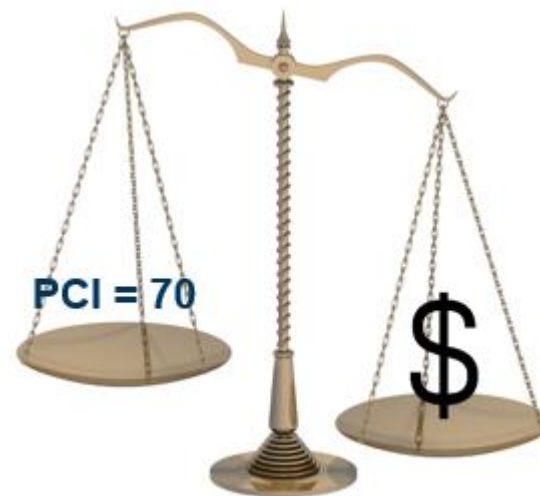


**\$1.41 million in
assets beyond
their service
life**

Levels of Service

LOS Status and Future Needs

- **O.Reg LOS Requirements achieved for Core Assets**
 - **Future:**
 - Community Level Driven LOS by 2024
Ex. Standard PCI for all roads
- Things to consider:
- Maintenance Costs?
- Budget Support Service?

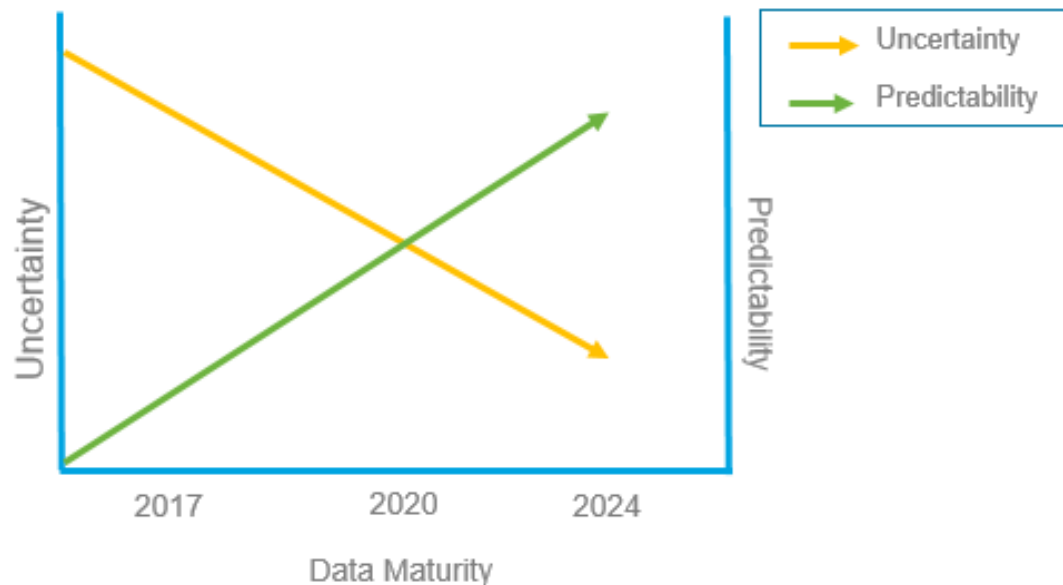


Financial Update

The 2020 Corporate Asset Management Plan

Estimated Backlog

- 2017: \$490 M
- 2020: \$289 M



Financial Update

The 2020 Corporate Asset Management Plan

Sustainability Targets

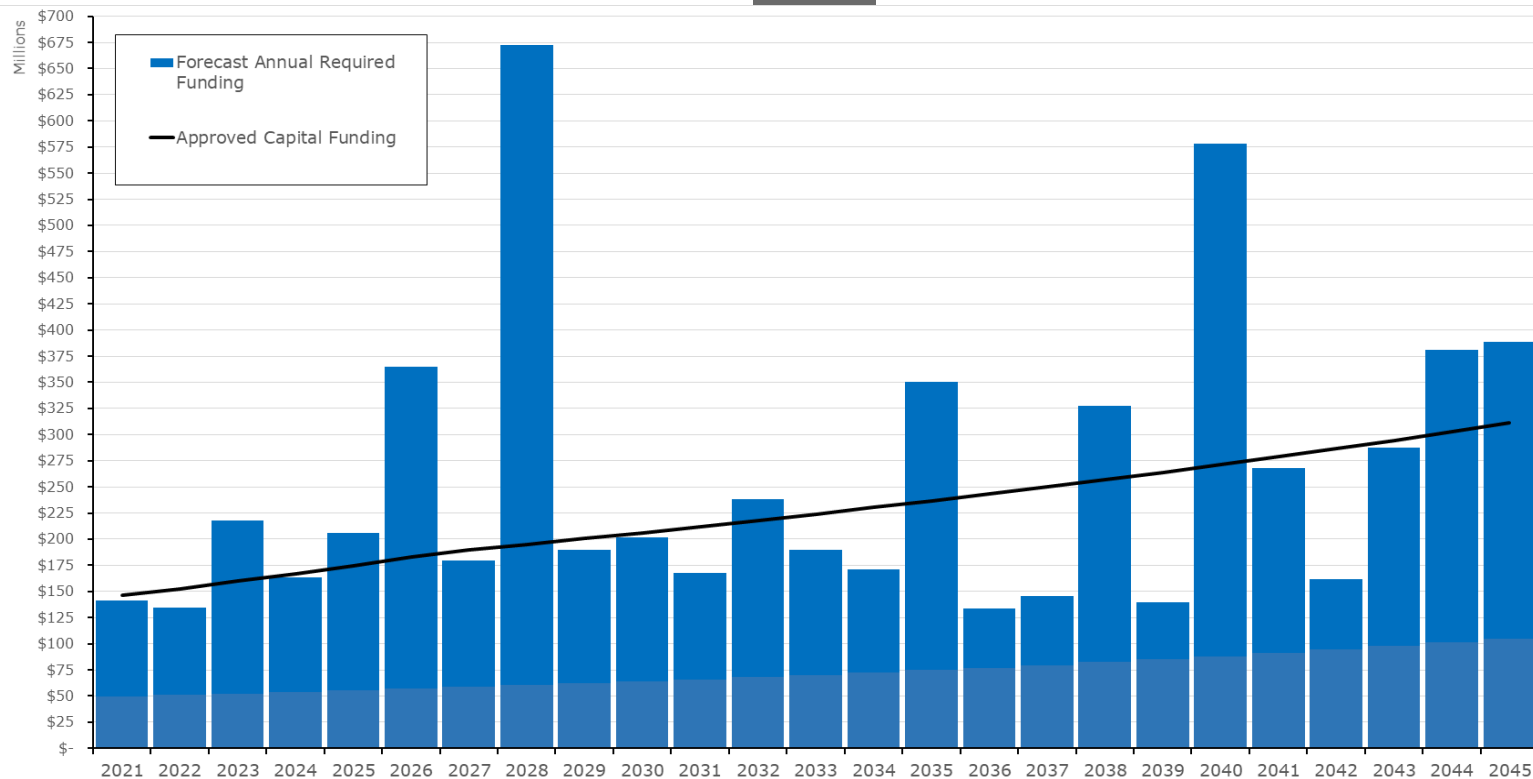
- Increase of 8%
- Due to a better understanding of inventories and expected useful life of assets

Funding	2017 Estimate	2020 Estimate	% Change
Tax	62,871,000	63,200,50	0.5%
Parking	2,500,000	1,058,900	-58%
Stormwater*	11,100,000	19,576,800	+76%
Wastewater	24,600,000	17,305,200	-30%
Water	13,400,000	22,614,900	+69%
Total	114,471,000	123,756,400	8%

*Stormwater target was updated in 2019 budget due to revised inventories since 2017.

Financial Summary

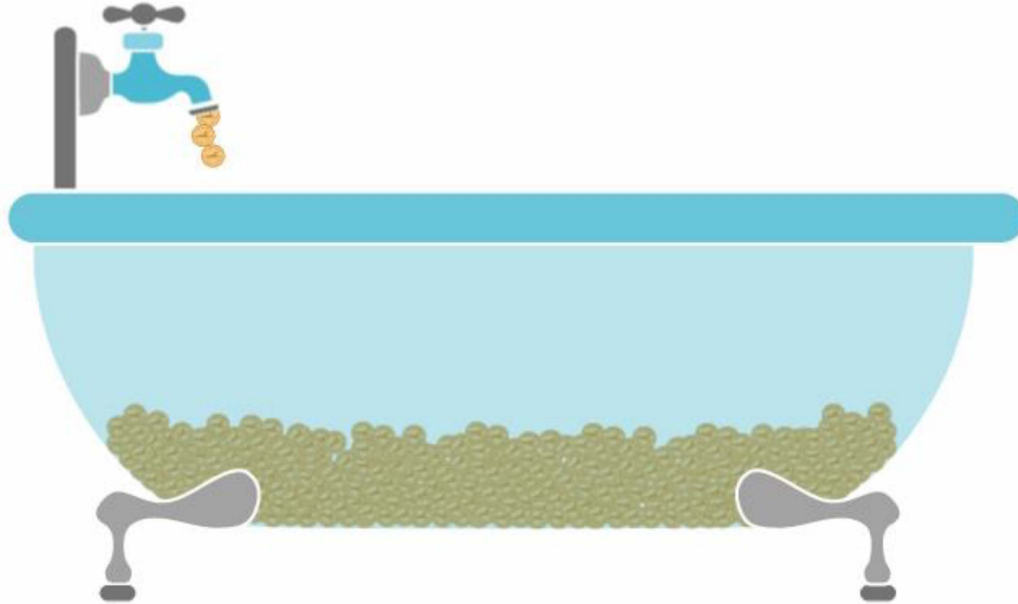
The 2020 Corporate Asset Management Plan



Long Term Capital Strategy

The 2020 Corporate Asset Management Plan

13



Project Management Capacity

14

The 2020 Corporate Asset Management Plan

Project Management Capacity

- Funding Increases due to maturity in data
- Capital Budget Carry Over Growing

Recommendation:

- Focus on Hiring Resources to deliver projects



Closing Remarks

Asset Management Progress Update

- Our asset management maturity is advancing.
- We are on track to achieving Sustainability by 2037.
- We are well positioned for meeting and exceeding the new asset management regulations.



Thank you

Questions and Discussion



Contact Details

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For more information, visit
guelph.ca/assets

2020 Corporate Asset Management Plan and Progress Update
Committee of the Whole – November 2, 2020

Staff Report



To	City Council
Service Area	Corporate Services
Date	Monday, November 23, 2020
Subject	November 2020 Public Appointments to Advisory Committees, Local Boards, Agencies, Commissions and Associations

Recommendation

1. That _____ and _____ be reappointed to the Accessibility Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
2. That _____ and _____ be reappointed to the Art Gallery of Guelph Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
3. That _____ be appointed to the Committee of Adjustment for a term ending November, 2022 or until such time as a successor is appointed.
4. That the Downtown Advisory Committee be paused, and no meetings be held, or members appointed, pending completion of the economic development strategy.
5. That _____, _____, _____, _____ and _____ be reappointed to the Economic Development Advisory Committee for a term ending November, 2021 or until the completion of the economic development strategy.
6. That _____, _____, _____ and _____ be appointed to the Economic Development Advisor Committee for a term to commence January, 2021 and ending November, 2021, or until the completion of the economic development strategy.
7. That the following individuals be reappointed to the Board of Trustees of the Elliott as follows:
 - a) _____, term ending November 30, 2021;
 - b) _____, term ending November 30, 2022; and
 - c) _____, term ending November 30, 2023;or until such time as a successor is appointed.
8. That _____ be reappointed to the Heritage Guelph Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.

9. That _____ and _____ be reappointed to the Guelph Museums Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
 10. That _____ be appointed to the Guelph Museums Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
 11. That _____ be reappointed to the Planning Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
 12. That _____ be appointed to the Planning Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
 13. That _____ be reappointed to the Public Art Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
 14. That _____ be appointed to the Public Art Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
 15. That _____ be reappointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November, 2022 or until such time as a successor is appointed.
 16. That _____ be reappointed to the Tourism Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
 17. That _____ and _____ be reappointed to the Transit Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
 18. That _____ be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
 19. That _____ and _____ be appointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
 20. That _____ and _____ be appointed to the Waste Resource Innovation Centre Public Liaison Committee for a term ending November, 2021 or until such time as a successor is appointed.
 21. That staff be directed to conduct further recruitment for any advisory committees, local boards, agencies, commissions and associations that have remaining vacancies.
-

Executive Summary

Purpose of Report

To appoint members of the public to the various advisory committees, local boards, agencies, commissions and associations.

Key Findings

Recruitment enhancements made prior to the 2020 fall recruitment, including board and committee webpage redesign, development of committee specific vacancy postings, an online application process and engagement with community organizations representing traditionally underrepresented groups, yielded significantly more applications than in recent previous recruitments.

The City Clerk's Office also conducted a survey of existing members of the various advisory committees, local boards, agencies, commissions and associations to collect information related to race, gender and disability. This information was used to compare membership makeup with Statistic Canada's [2016 Census Profile](#) for the City of Guelph and the [2017 Canadian Survey on Disability](#) to learn which groups within the community may be underrepresented. Based on a survey response rate of 76%, or 112 responses out of 147 members, the data comparison shows that gaps exist in the representation of certain groups on the City's advisory committees, local boards, agencies, commissions and associations, specifically visible minorities, persons with a disability, and persons who identify as a gender other than male or female.

Staff are recommending that the Downtown Advisory Committee (DAC) be paused, with no meetings taking place and no recruitment of members, until the completion of the economic development strategy in 2021. Existing members of the DAC were invited to join the Economic Development Advisory Committee (EDAC). DAC members who indicated a desire to serve on EDAC are being recommended for appointment.

Financial Implications

None.

Report

Background

At the beginning of the 2018–2022 term of Council, Guelph City Council made appointments to the city's various advisory committees, local boards, agencies, commissions and associations. Current vacancies are the result of terms ending in November 2020 and resignations.

Vacancies were advertised in the Guelph Mercury Tribune on September 17 and September 24, 2020, posted to the City's website, provided to the People and Information Network and circulated to community groups who represent traditionally underrepresented groups on Guelph's committees. Advertisements included the number of vacancies, the term of office, a summary of duties, the frequency of meetings and staff contact information.

Enhancements to the Fall 2020 Recruitment

Prior to the 2020 fall recruitment, several improvements to the recruitment process were made. The city's [boards and committees webpage](#) was updated to make it easier for members of the public to find information about the different committees. In addition, a dedicated space was created for the posting of vacancies and the postings themselves were updated to mirror the City's job vacancy postings. This

makes it easy for staff, councillors and community organizations to share specific vacancies with their networks.

Finally, an online application form was created which enabled applicants to apply to serve on committees digitally.

Social media was also leveraged during the three-week fall recruitment period. Those interested in applying were encouraged to review the resources available on the City's boards and committee webpage before applying.

As part of the City of Guelph's [commitment to diversity, inclusion and anti-racism](#), the City Clerk's Office held a webinar on "Increasing Diversity on Guelph's Committees" on August 20, 2020 with invited guests from community groups and organizations who represent traditionally underrepresented groups. During that webinar the City Clerk's Office committed to partner with the community groups in the recruitment of more Black, Indigenous, people of colour, people who identify as members of Lesbian, Gay, Bisexual, Transgender, Queer and Two Spirit (LGBTQ2+) community and other underrepresented groups on the city's committees.

At the commencement of the fall recruitment those invited groups were provided with a link to the city's [board and committee page](#) where details on current vacancies, qualifications and the application process were available. In addition, vacancy postings were shared with members of City Council to leverage the significant constituent networks they have established.

During the three-week recruitment period, the enhanced recruitment efforts mentioned above resulted in 40 applications for five committees seeking members for 10 available positions. This is a significant improvement on recent recruitments which often received fewer applications than the number of vacant positions.

Staff liaisons were provided applications received from the September advertising. The closed companion report titled November 2020 Public Appointments to Local Boards, Agencies, Commissions and Associations dated November 23, 2020 provides City Council with the staff liaisons' recommendations.

Whenever a member of the public is being recommended to serve on more than one advisory committee, local board, agency, commission or association at the same time, consideration is given to the expertise required, availability of other applicants and the need to ensure continuity and succession planning. Each applicant will receive a letter advising of the outcome of their application.

First time appointments are for one year in keeping with the City's [Public Appointment Policy](#).

Data Collection on Race, Gender and Disabilities

The City Clerk's Office recently surveyed existing members of advisory committees, local boards, agencies, commissions and associations to collect information related to race, gender and disabilities. This information was collected in order to compare membership makeup with data from the community to learn which groups may be underrepresented.

The survey was voluntary and consisted of the following questions:

- Do you identify as a First Nation, Metis, Innu or Inuit person?
- Are you a member of a visible minority?

- Are you a person with a disability?
- Please indicate your gender (Male, Female or X).

These questions were derived from a survey that the Human Resources department conducts to gather similar data on current employees and may be expanded upon in future surveys to collect a wider variety of demographic-related information.

The City Clerk's Office received 112 responses out of 147 members surveyed, which is a response rate of 76%. In order to compare data collected through the survey with data from the community, two different sources were used. Statistic Canada's [2016 Census Profile](#) for the City of Guelph was used to compare data related to Aboriginal identity, visible minority population and gender. To compare data on persons with a disability, the [2017 Canadian Survey on Disability](#) was used as no Guelph-specific data is available to provide a more local comparison. The comparison between survey data and data from these two sources is summarized in the tables below.

Survey Characteristic	City of Guelph Survey Data (% based on 112 responses)	City of Guelph 2016 Census Profile Data (% based on total population of 131,790)
Aboriginal identity	3 responses (3%)	1,905 persons (1%)
Visible minority	9 responses (8%)	24,455 persons (19%)
Gender (Female)	52 responses (46%)	64,100 persons (49%)
Gender (Male)	59 responses (53%)	67,690 persons (51%)
Gender (X)	1 response (1%)	Not applicable*

*The 2016 Census categorized gender exclusively as male or female. In 2018, Statistics Canada distinguished between sex, gender identity and gender expression and it is anticipated that future census surveys will include more gender-inclusive questions.

Survey Characteristic	City of Guelph Survey Data (% based on 112 responses)	2017 Canadian Survey on Disability Data
Persons with a disability	9 responses (8%)	22.3% of the Canadian population aged 15 years and over have one or more disabilities

Based on the survey results and the data comparisons, it is obvious that gaps exist in representing a diverse group of people across the City's advisory committees, local boards, agencies, commissions and associations. Specifically, the percentage of members who are a visible minority and/or a person with a disability is

significantly lower than the representation of these groups in our community or in Canada as a whole. Similarly, only one survey respondent identified their gender as X, which was defined in the survey as persons who identify as Transgender, Non-Binary, Gender Fluid, Two-Spirit, Gender Creative, and Binary people who do not want to disclose their gender identity. Although there is currently no gender-related census data available, other than male or female, to make a direct comparison with, persons who identify as a gender other than male or female should account for more than 1% of membership.

Following each spring and fall recruitment cycle, newly appointed members to advisory committees, local boards, agencies, commissions and associations will be surveyed to collect similar information in order to continue measuring the level of diversity of membership as a whole, as well as for specific committees. This will also provide an indication on the success of the recruitment enhancements described earlier in the report, including partnering with community groups and organizations who represent traditionally underrepresented groups.

Moving forward, staff will continue working with the community to identify and remove barriers to access for underrepresented groups with the goal of ensuring that the membership of advisory committees, local boards, agencies, commissions and associations matches the demographics of the City of Guelph.

Working to achieve equitable representation is an important step in addressing the historical underrepresentation of Black, Indigenous, people of colour and people who identify as members of LGBTQ2+ community on Guelph's committees – but it is just the start. Once appointed, we know that committee members continue to face a variety of barriers that limit their ability to participate meaningfully.

Beyond improving representation on committees, a better understanding of the experience that committee members have after appointment is necessary. Further data and information gathering regarding the experience of existing and newly appointed committee members will be used to inform future recommendations to City Council regarding potential changes to policies governing advisory committees, local boards, agencies, commissions and associations.

Accessibility Advisory Committee

Meetings: the third Tuesday of every other month.

The [Accessibility Advisory Committee](#) (AAC) advises City Council on its accessibility plan and reviews selected site plans and drawings for new buildings or developments.

The AAC consists of a maximum of 15 members. A majority of the members must be persons with disabilities and a maximum of six members may not have a disability. The liaison for the AAC is the Accessibility Project Specialist.

Art Gallery of Guelph

Meetings: minimum of twice a year (May/June and October/November)

The [Art Gallery of Guelph](#) Board of Trustees governs the affairs of the Art Gallery of Guelph with regard to its mission, policy, financial management, facilities and governance. Two members of the public are appointed by City Council to sit on the board.

The liaison for the board is the General Manager of Culture and Recreation.

Committee of Adjustment

Meetings: the second Thursday of each month and the fourth Thursday if necessary.

The [Committee of Adjustment](#) hears applications under Sections 45, 53 and 57 of the Planning Act R.S.O. 1990 c. P13, as amended. The committee consists of seven members of the public. The liaison for the Committee of Adjustment is the Secretary-Treasurer of the Committee of Adjustment.

The term of appointment for the recommended appointees to the Committee of Adjustment is for two years to ensure continuity for Committee of Adjustment terms to end with the term of Council in November 2022.

Downtown Advisory Committee and Economic Development Advisory Committee

The terms of reference for DAC and EDAC have been under review since 2019 pending the completion of the economic development strategy in 2020. Due to work plan impacts of the COVID-19 pandemic, the timelines for the completion of this strategy have been pushed to 2021.

In 2019, members of DAC and EDAC were asked to serve for one-year appointments until November 2020, as it was anticipated that revised terms of reference for the committees would be coming to City Council for approval in fall 2020. As this work has been delayed, staff reached out to DAC and EDAC members asking if they were interested in serving for another one-year term or until the economic development strategy is completed.

EDAC consists of nine appointed members of the public. Currently there are five members on EDAC, all of which expressed a desire to be reappointed for another one-year term on the committee.

DAC consists of 11 members of the public representing various sectors, including: one business management or finance, one IT/innovation, one developer or property/facilities management, one storefront retail, one arts and culture/tourism/entertainment, one real estate, one marketing and promotion, one education/research, one major industry anchor and two residents in downtown and surrounding community. Currently there are five members on the committee. Regrettably, only four of the current DAC members wished to seek reappointment for a one-year term. As a result, the committee would be unable to meet quorum in 2021 without further recruitment. As the DAC terms of reference are under review as part of the economic development strategy, staff do not believe that conducting a recruitment for new members is reasonable at this time.

As a result, staff are recommending that DAC be paused, and no meetings be held or members appointed, until the economic development strategy is completed in 2021.

The [Economic Development Advisory Committee](#) champions and promotes City of Guelph economic development directions and programs by providing leadership in the development and implementation of strategic action plans to stimulate business growth, jobs and strong community linkages.

The [Downtown Advisory Committee](#) provides strategic input and advice to City Council and staff on matters pertaining to issues impacting the economic, social, cultural, environmental, physical and educational conditions in downtown Guelph.

Given the similar mandates of DAC and EDAC, the four members who wished to continue to serve on DAC were invited to fill the four vacancies on EDAC with terms commencing in January 2021. All four members have expressed an interest in being appointed to EDAC, pending appointment by City Council.

As a result, staff are recommending the following:

- That the five members of EDAC be reappointed with terms ending November 2021, or until the completion of the economic development strategy.
- That the four members of DAC wishing to be appointed to EDAC, be appointed with terms commencing January 1, 2021 to November 2021, or until the completion of the economic development strategy.

This aligns with the department's goals and objectives to ensure we are delivering efficient services to the collective whole of the City. The streamlining of these two committees allow for broader based strategic thinking that includes traditional and non-traditional economic development and tourism initiatives in a pandemic and post-pandemic environment.

The Elliott Board of Trustees

Meetings: the last Thursday of each month (except July and August).

The [Elliott Board of Trustees](#) provides strategic direction and evaluation of The Elliott Community's financial and performance reports and supports the organization toward achieving its goals. Trustees are also required to ensure legislative compliance of the organization and their reporting procedures.

The Board of Trustees consists of a minimum of five and maximum of 11 persons. The liaison for the board is the Chief Executive Officer of The Elliott Community.

[The Elliott Act](#) stipulates that the term of appointment is three years with a maximum term of ten years. There are currently two vacancies on the committee. Applications received for vacancies on this committee were forwarded to the liaison to provide to the Board of Trustees for The Elliott nominating committee for consideration. The nominating committee met and will not be recommending anyone for appointment. Reappointment recommendations have been received for three members for one, two and three-year terms. Given a recent resignation from the committee, ongoing recruitment will take place in January 2021 for this committee.

Heritage Guelph

Meetings: monthly on the second Monday of every month.

[Heritage Guelph](#) assists City Council and the public in the field of architectural preservation in order to recognize and reinforce the community value of heritage properties, provide protection against inappropriate changes to heritage properties, and assist heritage property owners accessing government-supported financial assistance.

Heritage Guelph consists of 12 members of the public. The liaison for the Heritage Guelph is the Senior Heritage Planner.

Guelph Museums Advisory Committee

Meetings: the fourth Thursday of every month (except July, August and December).

The [Guelph Museums Advisory Committee](#) (GMAC) safeguards Guelph Museum assets, including the care of its collection, through strategic planning, fundraising, acting as ambassadors, advising on approaches to maintaining and increasing membership and approving operating policies as required by the Ministry of Culture, Sport and Tourism.

The GMAC consists of nine members of the public. The liaison for the GMAC is the Manager, Guelph Museums.

Planning Advisory Committee

Meetings: minimum of two maximum of six times per year.

The [Planning Advisory Committee](#) (PAC) provides City Council with advice and assistance on major policy planning initiatives within the City of Guelph, specifically provincial plan and policy conformity, Official Plan reviews/updates, community plans and studies, and City-initiated Official Plan amendments and Zoning By-law amendments with city-wide impacts.

The PAC consists of nine members of the public including a member from each of the following sectors, a registered professional planner, a practicing architect and member of the Ontario Association of Architects or a practicing landscape architect and member of the Ontario Association of Landscape Architects and a practicing professional in the development industry. The liaison for PAC is the Manager of Policy Planning and Urban Design.

Public Art Advisory Committee

Meetings: a minimum of three times per year with additional meetings called as necessary to address specific project requirements.

The [Public Art Advisory Committee](#) (PAAC) provides strategic input and advice to Council and staff on matters pertaining to public art in the City of Guelph.

The PAAC consists of a minimum of seven members of the public. The liaison for the PAAC is the Cultural Program and Event Coordinator.

Guelph Sports Hall of Fame Board of Directors

Meetings: six times per year.

The [Guelph Sports Hall of Fame Board of Directors](#) recognizes and honours the achievements of Guelph individuals and teams who have attained prominence and distinction in any field of sport, and those who have made a major contribution to the development and advancement of sports in Guelph. To permanently record and give public prominence to the achievements of such individuals and teams in a public display centre.

The Guelph Sports Hall of Fame Board of Directors consists of nine members including six representatives of the public and three representatives of the Kiwanis Club. The liaison for the Guelph Sports Hall of Fame Advisory Committee is the Manager, Recreation Services.

Tourism Advisory Committee

Meetings: a minimum of four times per year.

The [Tourism Advisory Committee](#) provides strategic input and advice to Council and City staff on the implementation of the recommendations of the 2014 Tourism Operational Review and matters affecting the tourism industry.

The Tourism Advisory Committee consists of nine members of the public including a representative from each of the following sectors of the Guelph Tourism Industry: accommodation, food and beverage, attractions, transportation, culture and events, outdoor/recreation, sport, retail and conference services. The liaison for the Tourism Advisory Committee is the Manager, Culture and Tourism.

Transit Advisory Committee

Meetings: once per month.

The [Transit Advisory Committee](#) (TAC) provides a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community.

The TAC consists of nine members of the public including: two regular users of Guelph Transit conventional services, one regular user of Guelph Transit mobility services, one Guelph and Wellington Task Force for Poverty Elimination member, one University of Guelph student, one University of Guelph member of administration, one member representing environmental interests and two community members at large.

The liaison for the TAC is the General Manager, Guelph Transit.

Water Conservation and Efficiency Public Advisory Committee

Meetings: quarterly.

The [Water Conservation and Efficiency Public Advisory Committee](#) provides an ongoing mechanism for feedback and advice to City staff and City Council on key aspects of implementation of the 2016 Water Conservation and Efficiency Strategy.

The Committee consists of eight members of the public. The liaison for the Committee is the Supervisor, Water Efficiency.

Waste Resource Innovation Centre Public Liaison Committee

Meetings: quarterly.

The [Waste Resource Innovation Centre Public Liaison Committee](#) (WRICC) reviews and provides recommendations with respect to the Organic Waste Processing Facility, annual operational and monitoring reports and other pertinent information. The WRICC also provides a forum for the dissemination, consultation, review and exchange of information regarding the operation of the Organic Waste Processing Facility, including environmental monitoring, maintenance, complaint resolutions and new approvals or amendments to existing approvals related to the operation of the site.

The WRICC consists of seven members of the public including: two residents or property owners within 2,000 metres of the Organic Waste Processing Facility, two members of interested non-governmental organizations and three interested people or representatives of groups (local businesses or residents who live greater than

2,000 metres from the Organic Waste Processing Facility). The liaison for the WRICC is the Operations Manager, Solid Waste Resources.

Next Steps

Once appointments have been made, each applicant will receive a letter advising of the outcome of their application and the staff liaison will be advised of the successful candidates.

Financial Implications

None.

Consultations

Staff from the various departments overseeing the advisory committees, local boards, agencies, commissions and associations were consulted.

Strategic Plan Alignment

This report supports the Strategic Plan – Working Together for our Future priority, by improving how the City communicates with residents and delivers services.

In addition, advisory committees, local boards, agencies, commissions and associations are an important community engagement tool. Ensuring that citizen appointments are made to these groups enables them to continue their work.

Attachments

None.

Departmental Approval

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

Christine Chapman, Manager, Economic Development

Report Author

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Staff Report



To	City Council
Service Area	Corporate Services
Date	Monday, November 23, 2020
Subject	2020–2022 City Council Appointments

Recommendation

1. That the City Council Appointment Procedures, included as Attachment-1 to the November 23, 2020 report titled 2020-2022 City Council Appointments, be approved.
2. That staff be directed to amend by-law (2014)-19694 establishing the Downtown Guelph Business Association Board of Directors to include the mandatory appointment of one councillor elected in ward one, two or three and one councillor elected in ward four, five or six to the Downtown Guelph Business Association Board of Directors.

Audit

3. That Councillor _____ be appointed as Committee of the Whole Audit Services chair for a term ending November 15, 2022.
4. That Councillor _____ be appointed as Committee of the Whole Audit Services vice-chair for a term ending November 15, 2022.

Corporate Services

5. That Councillor _____ be appointed as Committee of the Whole Corporate Services chair for a term ending November 15, 2022.
6. That Councillor _____ be appointed as Committee of the Whole Corporate Services vice-chair for a term ending November 15, 2022.

Infrastructure, Development and Enterprise

7. That Councillor _____ be appointed as Committee of the Whole Infrastructure, Development and Enterprise Services chair for a term ending November 15, 2022.
8. That Councillor _____ be appointed as Committee of the Whole Infrastructure, Development and Enterprise Services vice-chair for a term ending November 15, 2022.

Public Services

9. That Councillor _____ be appointed as Committee of the Whole Public Services chair for a term ending November 15, 2022.
10. That Councillor _____ be appointed as Committee of the Whole Public Services vice-chair for a term ending November 15, 2022.

Committee of Management for the Elliott

11. That Councillor _____ be appointed as the Committee of Management for the Elliott chair for a term ending November 15, 2022.
 12. That Councillor _____ be appointed as the Committee of Management for the Elliott vice-chair for a term ending November 15, 2022.
-

Executive Summary

Purpose of Report

To formally approve the City Council Appointment Procedures used during the 2018–2020 City Council appointments process and to appoint members of City Council as chair and vice-chair for Committee of the Whole Service Areas and the Committee of Management for the Elliott.

To report back on resolutions related to the appointment of members of the public to the Wellington-Dufferin-Guelph Public Health (WDGPH) Board of Health and the mandatory appointment of a City councillor from ward one, two or three to the Downtown Guelph Business Association (DGBA) Board of Directors.

Key Findings

The City Council Appointment Procedures included as Attachment-1 were used during the last City Council appointment process in 2018 on a trial basis. They worked well and are now being recommended for approval and use on an ongoing basis.

Appointments as chair and vice-chair for Committee of the Whole service areas and the Committee of Management for the Elliott are for two-year terms. The most recent round of appointments took place in December 2018 and expire on November 15, 2022.

All other agencies, boards and committees which members of City Council sit on (such as the Public Library Board of Directors or the Police Services Board) have terms which expire in 2021 or 2022. Appointments for those positions will be brought forward in December 2021 and December 2022 respectively.

Given that the City's Business Improvement Area, the DGBA, now includes portions of ward one, two and three, the DGBA Board of Directors and City staff recommend that the composition of the DGBA Board of Directors be amended to include the mandatory appointment of one councillor elected in ward one, two or three and one councillor elected in ward four, five or six.

The appointment of members of the public to the WDGPH Board of Health is permitted under the Health Protection and Promotion Act. Should City Council wish to appoint members of the public, or a combination of members of the public and members of City Council, to the WDGPH Board of Health during the next appointment cycle in 2022, they can do so by passing a resolution directing staff to conduct a public recruitment.

Financial Implications

None.

Report

Downtown Guelph Business Association Board of Directors City Council Appointments

On December 10, 2018 City Council passed the following resolution:

That City Clerk's Office staff consider the rationale for the mandatory appointment of a councillor from ward one in conjunction with the Downtown Guelph Business Association and report back by December 2020.

This resolution was approved in the context of the [Business Improvement Area expansion which occurred in September 2017](#). Prior to the expansion, the entirety of the Business Improvement Area was in ward one. Following the expansion, parts of ward two and three were also included.

Currently, By-law (2014)-19694 establishing the DGBA Board of Directors indicates that the composition of the Board will include two members of City Council, one representing ward one and one representing wards two to six.

On July 21, 2020 the DGBA Board of Directors passed a resolution confirming their support for the appointment of one councillor elected in ward one, two or three and one councillor elected in ward four, five or six.

Given that the Business Improvement Area now includes portions of ward one, two and three, City staff recommend that By-law (2014)-19694 be amended to include the mandatory appointment of one councillor elected in ward one, two or three and one councillor elected in ward four, five or six. If City Council approves this recommendation, an amending by-law will be brought forward for approval prior to the next round of appointments to the DGBA Board of Directors in 2022.

Current City of Guelph appointees to the DGBA Board of Directors are Councillors Caron and Gibson. The terms of both appointees expire in November 2022.

Wellington-Dufferin-Guelph Public Health Board of Health – Criteria for Appointments

On December 10, 2018, City Council passed the following resolution:

That staff be directed to review legislation and/or by-laws that dictate Council appointments to Wellington-Dufferin-Guelph Public Health Board of Health and report back by the end of Q1 2019.

On March 29, 2019, information report CS-2019-54 [Criteria for the Appointment of Members to the Wellington-Dufferin-Guelph Public Health Board of Health](#) clarified that there is no legislation or by-laws which prevent City Council from appointing members of the public to serve on the Board of Health. The legislated requirement for City of Guelph appointments to the Board of Health is that three members be appointed. There are no eligibility requirements which limit who City Council may appoint.

Dr. Nicola Mercer, Medical Officer of Health, WDGPH and Mayor George Bridge, Chair, WDGPH Board of Health have indicated they have no concerns regarding the appointment of members of the public, elected councillors or a combination thereof to the Board of Health. It was noted in staff discussions with Dr. Mercer and Chair Bridge that having a member of City Council appointed serves and supports the sharing of information between the City of Guelph and the WDGPH unit. In addition,

should City Council decide to begin appointing members of the public during the next round of appointments in 2022, WDGPH has a skills-based matrix which can be used to identify skills sets and qualifications for public appointees.

If City Council wishes to begin appointing members of the public, or a combination of members of the public and members of City Council, to the Board of Health they may begin to do so in 2022 following the expiration of the terms of the current appointees. To facilitate this, a resolution has been included below which can be moved by a member of City Council if desired.

That staff be directed, beginning with the 2022–2026 term of appointments, to recruit publicly for [insert desired number of public appointments] positions on the WDGPH Board of Health and that applications for these positions be screened and recommended to City Council by the WDGPH Board of Health.

Current City of Guelph appointees to the WDGPH Board of Health are Councillors Billings, Goller and Hofland. The terms of all three appointees expire in November 2022.

Committee of the Whole Service Area Chairs and Vice-Chairs

On August 24, 2020 City Council appointed Mayor Guthrie as the vice-chair for all Service Areas for the purpose of chairing electronic Committee of the Whole meetings until the Governance Review scheduled to come before City Council in the first quarter of 2021. As Service Area chairs and vice-chairs exercise duties and authority beyond just chairing meetings, staff are recommending that new Service Area chairs and vice-chairs be appointed while the Mayor remains as vice-chair for all Service Areas. The Governance Review will further examine the issue of chairing meetings in an electronic format, as directed by City Council.

Current Committee of the Whole and service area chairs and vice-chairs are noted below. Service area chairs and vice-chairs have traditionally been appointed to two-year terms. Although two-year terms are not required by [section 11.1 \(a\) of the Procedural By-law](#), the upcoming municipal election in 2022, means that appointments for service area chairs and vice-chairs cannot run past November 15, 2022.

Current Service Area Chairs and Vice-Chairs

Governance

Chair: Mayor Guthrie

Vice-Chair: N/A

Audit

Chair: Councillor Allt

Vice-Chair: Councillor Downer

Corporate Services

Chair: Councillor MacKinnon

Vice-Chair: Councillor Downer

Public Services

Chair: Councillor Hofland

Vice-Chair: Councillor MacKinnon

Infrastructure, Development and Enterprise Services

Chair: Councillor Gibson

Vice-Chair: Councillor O'Rourke

Committee of Management for the Elliott Community Long-Term Care Residence

The City of Guelph has delegated the provision of long-term care services to the Elliott Community Long-Term Care Residence. The Committee of Management for the Elliott ensures that the Elliott Community Long-Term Care Residence is operated in compliance with all requirements of the [Long-Term Care Homes Act](#).

The current chair of the Committee of Management for the Elliott is Councillor Downer. In the past, no vice-chair was appointed. Staff are recommending a vice-chair be appointed to ensure continuity of the Committee should the chair be absent.

Financial Implications

None.

Consultations

Members of City Council were asked to indicate in advance to the City Clerk's Office which, if any, positions they wanted to seek appointment to.

The DGBA Board of directors was consulted regarding appointments to the DGBA Board of Directors.

The WDGPH Medical Officer of Health and the Chair of the WDGPH Board of Health were consulted regarding appointments to the WDGPH Board of Health.

Strategic Plan Alignment

City Council appointments support the Strategic Plan – Working Together for our Future priority, by ensuring effective representation of Guelph's elected officials on various committees.

Attachments

Attachment-1 City Council Appointment Procedures

Departmental Approval

N/A

Report Author

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

This report was approved by:

Stephen O'Brien

General Manager, City Clerk's Office/City Clerk

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This report was recommended by:

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Corporate Policy and Procedure



Policy	City Council Appointment Procedures
Category	Corporate
Authority	City Clerk's Office
Related Policies	None
Approved By	City Council
Effective Date	Monday, November-23-2020
Revision Date	

Purpose

The purpose of the City Council Appointment Procedures is to provide procedures to govern the appointment of members of City Council to agencies, boards, committees or other bodies.

Definitions

None.

City Council Appointment Procedures

The City Clerk, or designate, shall be responsible for interpreting and where appropriate, facilitating the City Council appointment process. The City Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.

1. At the City Council appointment meeting, the following shall take place:
 - a. The chair shall make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
 - b. The chair shall introduce the specific appointment being considered and indicate the number of candidates for the position.
 - c. The chair shall afford each of the candidates the opportunity to address City Council for a period of not more than two minutes to say a few words regarding why they are seeking appointment. The order of speaking will be determined by alphabetic order of last name.

- d. Each Member of City Council not being considered for the particular appointment will be allowed no more than one question to each candidate.
- e. If more than one candidate is seeking appointment, upon hearing all of the submissions of the candidates, City Council will proceed to vote as follows:
 - i. Members of Council will vote by way of public vote.
 - ii. Members of Council will only vote for one candidate.
 - iii. A separate vote, by a raise of hands, will be taken for each candidate, in alphabetic order of last name.
 - iv. If a candidate in the first round of voting has received a majority of the votes, no further votes will take place for the remaining candidates.
 - v. If, after one round of voting, no candidate has received a majority of the votes, the candidate or candidates who received the fewest number of votes shall be excluded from consideration.
 - vi. Voting will continue in rounds, more than once if necessary, until one candidate has received the majority of votes.
 - vii. Once the voting has been completed and there is a candidate with a majority of votes, the chair will ask for a motion to appoint the candidate and the vote will be recorded.
- f. If there is only one candidate placing their name forward to fill the position, the following process will be followed:
 - i. The chair shall afford the candidate the opportunity to address City Council for a period of not more than two minutes to say a few words regarding why they are seeking appointment.
 - ii. Each Member of City Council not being considered for the particular appointment will be allowed no more than one question to the candidate.
 - iii. The chair will ask for a motion from the floor to appoint the candidate and the vote will be recorded.
 - iv. If the motion is carried, the position will be filled.
 - v. If the motion is defeated, the chair will entertain further motions from the floor until a successful candidate is appointed.

The Corporation of the City of Guelph

By-law Number (2020) - 20543

A By-law to establish a schedule of retention periods for City business records and to repeal By-law Number (2018)-20288.

Whereas Section 255(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the municipality may establish retention periods during which the records of the municipality must be retained and preserved in accordance with Section 254 thereof; and

Whereas the Council of the Corporation of the City of Guelph deems it desirable to establish retention periods for the business records of the municipality by enactment of this by-law; and

Whereas all records generated and received by staff and elected officials of the municipality in connection with City business are the express property of the Corporation of the City of Guelph;

The Council of the Corporation of the City of Guelph enacts as follows:

1. Definitions

In this by-law,

“Active records” are records that are referred to and used on a regular basis and are generally stored in a department, division or service area.

“Active retention” is the period of time that a record is considered active with a higher frequency of use, stored nearby and is readily accessible to users.

“Archival records” are records of enduring significance that have historical and business value for the City of Guelph and individuals engaging in historical research.

“Archival review” means the period of time during which it is determined whether a record has potential long-term archival value.

“Archival value” is the evidential and informational value of records, which is determined during an archival review to justify the long-term preservation of records in order to retain corporate memory and/or for future historical research.

“Authenticity” is the extent to which a business record can be proven to be what it purports to be.

“Business records” are any records that are created by City staff, or by a third party directly paid by and working on behalf of the City, in order to document the decision making, administration or operational activities of the City. This includes documents in any form, including physical paper files, digital files in any machine-readable format, emails, instant messages, video, etc.

“Business recordkeeping” is the creation, management and retention of meaningful, accurate, trustworthy, accessible and durable evidence of government activities and decisions, to create a reliable record of government and promote efficiency, effectiveness and accountability.

“City” means the Corporation of the City of Guelph.

“Clerk” means the City Clerk for the Corporation of the City of Guelph.

“Code” indicates the reference number for each records series, based on the corporate records classification system (TOMRMS – The Ontario Municipal Records Management System).

“Computer system” is a device or a group of interconnected or related devices, one or more of which:

- contains computer programs or other data; and
- 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” indicates 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.

“Destruction hold” means a hold placed on the destruction of any records required for legal, audit, freedom of information or investigation purposes. A formal hold notice is not necessarily required and staff are responsible for ensuring that any planned destruction is halted for related records as soon as they learn that any of the above processes are underway. A hold is not lifted until staff are notified that any of the above processes are completed and closed.

“Dispose” means to destroy a record or remove it from the official record keeping system. For digital records this involves deleting files and ensuring that any backups, such as those in the desktop ‘recycle bin’, have been deleted as well. For paper documents, this involves recycling, shredding or securely disposing of papers.

“Drafts” are a preliminary form or version of a document before it becomes a formal finalized record.

“File” means a collection of related records.

“Final record” means the record identified as being complete with no further changes planned. The last version of a document that is identified as finished, rather than just another version or draft.

“Inactive retention” is a period of time during which records retain their inactive status, are referred to infrequently and are kept in a location outside the general office area.

“Integrity” is the extent to which a business record is demonstrably complete and unaltered.

“Legal holds” are notices from the Legal Services department that another service area or department’s record(s) may be required for upcoming litigation. This notice suspends the normal retention requirements and halts the destruction of any of the records listed in the notice until subsequent notice is given that litigation is complete.

“Original records” are final business records that are designated as the official record.

“Orphan data” is data that:

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

“Permanent” means that records shall be preserved for the life of the Corporation and never destroyed or removed from the official record keeping system.

“Record” means 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 City business.

“Records series” or **“Retention categories”** are groups 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.

“Reference materials” are any documents not created by a City employee and not created by a third party working on behalf of the City. These documents are often used for research and as an additional source of information. Common examples of reference material would include journal articles, newspaper articles or

reports from outside organizations that are referred to by City staff. Reference materials are not required to be retained as part of the City's records retention schedule and are not the responsibility of the City to manage. These documents can be kept and used for as long or as short a time as an employee needs for their work.

"Reliability" is the extent to which the contents of a record can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.

"Responsible department" means the department that creates the record(s) and/or is responsible for retaining/maintaining the original record(s).

"Retention periods" are the period of time during which a specific records series must be kept before records in that records series may be disposed of. The full retention period is made up of the total active and inactive time periods listed for a record.

"Superseded" means a record only needs to be retained until it is replaced with more current information.

"Transitory records" are records of temporary usefulness in any format that have no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. They are of such short-term value that they are not required to meet legal obligations, or to evaluate or provide evidence of decision-making, administrative or operational activities. For example, staff working notes, outlook meeting invitations, etc. These documents can be kept and used for as long or as short a time as an employee needs for their work.

"Versions" are preliminary forms or drafts of a document before it becomes a formal finalized record.

"Vital Records" are records that are essential to the continuation or resumption of City business in the event of a disaster. They allow the organization to continue to fulfil its obligations to the taxpayers, employees, other levels of government, and outside interested parties.

2. Retention Schedule

2.1 Purpose

Retention schedules are timetables that indicate how long a record has business value, how long they should be retained and when their final disposition must be carried out.

2.2 Setting retention periods

In determining the retention periods for business records, the City Clerk or designate shall consider the following factors in consultation with City employees as needed:

- a) the operational nature and business needs of staff, including the period of time during which City staff use the records to carry out their work;
- b) the legal requirements set out for the records, including the length of retention necessary to comply with federal, provincial and municipal laws and regulations;
- c) the fiscal nature of the records, including the length of time they are needed for audit and tax purposes;
- d) the vital corporate nature of the records, including their value to ensure the continuation of City business in the event of a disaster; and
- e) the historical and archival value of the records; to be determined by the City Clerk or designate based on the value to future research and preservation of the history of the Corporation of the City of Guelph.

2.3 Non-business records

The records retention schedule attached hereto as Schedule 1 is only applicable to final business records, as defined above. Subject to any destruction holds related to litigation, investigation, audit or freedom of information requests, the following records may be destroyed at the discretion of the policies and processes of a department:

- a) copies of the final business record. However, any alteration of or added information to a copy constitutes a new original business record and should be retained according to the related retention period;
- b) drafts no longer needed once the final business record has been created and saved;
- c) transitory records, as defined above; and
- d) reference materials, as defined above.

3. Responsibilities

3.1 City Clerk or designate shall:

- a) develop and administer policies and processes for the City's Records and Information Management Program;
- b) ensure that final business records are retained and disposed of in accordance with Schedule 1 attached hereto;
- c) ensure that final business records are retained and disposed of in accordance with Schedule 1 attached hereto;
- d) ensure that destruction forms are completed, approved and preserved permanently; and
- e) amend Schedule 1 as required to ensure that retention periods meet up to date legislated requirements, as well as business needs, and obtain approval of any amendments to this by-law from Council.

3.1 Staff and Elected Officials shall:

- a) comply with the retention periods as specified in Schedule 1 attached hereto;
- b) ensure the destruction process is followed, including completing the destruction form and receiving the appropriate approvals prior to destruction;
- c) ensure that business records in their custody or control are protected from inadvertent destruction or damage; and
- d) ensure that transitory records and reference materials in their custody or control are destroyed when they are no longer needed.

Records created or accumulated by elected officials in a political capacity and outside of Council business are not corporate records and are not subject to the retention periods attached hereto in Schedule 1.

4. Disposal of Records

4.1 Retention periods

Retention periods for records shall be as set out in Schedule 1 attached hereto and forming part of this by-law.

4.2 Approval process

As part of the regular process for the disposal of records and prior to any destruction of records pursuant to this by-law, destruction shall be authorized in writing through the records destruction form by the appropriate department manager. The form must include a listing of record types and dates of records to be destroyed. The records may only be destroyed upon the approval of the records destruction form by the City Clerk or designate.

4.3 Recordkeeping

When records have been destroyed pursuant to this by-law, written confirmation of the destruction shall be retained by the City Clerk's Office.

4.4 Damaged records

The City Clerk or designate has the authority to destroy any records outside of their retention period due to natural occurrences, such as flooding or mould infiltration, whereby such records have become inaccessible, illegible or unsafe to handle.

4.5 Orphan data

Prior to the destruction of orphan data, a destruction form must be completed and include, to the extent that the information is available, the:

- a) title of the file(s);
- b) the department responsible for the creation and use of the orphan data; and
- c) where possible, the contents or the function that the information being destroyed relates to.

The written approval of the department manager and the approval of the City Clerk or designate are required prior to the destruction of any orphan data.

4.6 Extending retention periods

Where appropriate and taking into consideration the principles governing the disposition of business records, the City Clerk or designate may extend a retention period if required. Written notice for an extension must be provided to the City Clerk or designate by a department manager and shall include a business case as to why the records are required beyond their scheduled disposition date.

5. Principles Governing the Destruction of Final Business Records

The following principles govern the destruction of final business records:

- a) records can be destroyed when there are no further business needs or legislated requirements to retain business records;
- b) business records should be retained and disposed of according to consistent retention periods across all service areas and departments;
- c) business records disposed of at the end of their retention period and any drafts, copies or transitory records disposed of on a regular basis, shall be destroyed in a way that preserves the privacy and confidentiality of any information they contain;
- d) business records in the custody or control of the City shall not be destroyed unless such records are older than the retention period set out in Schedule 1 and a destruction form has been approved by the City Clerk's Office;
- e) drafts and copies of business records may be destroyed at any time if the final records are being retained in accordance with retention periods established in Schedule 1; and

- f) the destruction of final business records shall be documented, approved and tracked to ensure accountability and transparency.

6. Repeal of Previous By-law

By-law Number (2018)-20288 is hereby repealed.

Passed this 23rd day of November, 2020.

Schedules:

Schedule 1: City of Guelph Records Retention Schedule

Cam Guthrie, Mayor

Stephen O'Brien, City Clerk

Schedule 1 – By-Law (2020)-20543

City of Guelph Records Retention Schedule



Primary Heading: Administration

Includes records regarding routine administration and office services functions.

Table 1, Administration

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A01	<p>Associations and Organizations</p> <p>Records regarding organizations and associations (e.g. AMCTO, CUTA, etc.) to which staff members belong or with which they communicate in the course of their duties. Includes correspondence, minutes, agendas, notices and reports.</p> <p>Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Membership Fees – see F01 	Originating	1**		business need

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A02	Staff Committees and Meetings Records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports. Excludes: <ul style="list-style-type: none"> • Council Agendas and Minutes – see C03 • Council Minutes – see C04 • Committee and Board Agendas – C05 • Committee and Board Minutes – C06 • Health and Safety Committee Meetings – see H04 	Originating	4**	Executive Team meeting records are kept for 8 years. Fire Department meeting records are kept for 6 years.	business need
A03	Computer Systems and Architecture Records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charters, 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 of system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: <ul style="list-style-type: none"> • Reports – file by subject • Acquisitions – see F18 	Originating	S+6		business need

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All numbers in retention columns refer to years unless otherwise specified

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A04	Conferences and Seminars Includes invitations, approvals, agendas, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the City. Excludes: <ul style="list-style-type: none"> • Speeches and presentations – see M08 • Travel and accommodation arrangements – see A13 • Employee and Council expenses – see F09 • Ceremonies and events – see M02 • Invoices – see F01 • Rental agreements – see L14 	Originating	1**	Only those sponsored by the City are subject to archival review.	business need
A05	Consultants Category removed. Records contained should be filed in other classification categories. For: <ul style="list-style-type: none"> • Reports – file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders – see F18 • Invoices – see F01 				

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings, and office and small equipment stock levels. Excludes: <ul style="list-style-type: none"> • Assets – see F06 • Controlled Drug Substances – see S20 • Petroleum Products – see E24 	Originating	6		business need
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: <ul style="list-style-type: none"> • Computer Hardware and Software – see A03 • Service Agreements – see L14 • Assets – see F06 	Originating	E	E = disposal of item	business need
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	Originating	1		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A09	Policies and Procedures Includes current policy and procedure manuals, work instructions, protocols, guidelines and directives relating to key administrative, governance and operational processes such as corporate policies approved by City Council or the Executive Team.	Originating	P**		g046 g059 g060 g062 g125 g148 g155
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies and records centre operations. Excludes: <ul style="list-style-type: none"> Records Retention By-law – see C01 Policies and Procedures – see A09 Records Disposition – see A11 	City Clerk's Office	S		business need
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	City Clerk's Office	P	Retention based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence	common practice (P)

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, and fire communications systems and 911 emergency systems. Excludes: <ul style="list-style-type: none"> • Licenses – see P09 • Assets – see F06 • Long distance call records – see F01 • Agreements – see L04 or L14 	Originating	S		business need
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, vehicle rentals, and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: <ul style="list-style-type: none"> • Employee and Council expenses – see F09 	Originating	1		business need
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.	Originating	S**		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets. Excludes: <ul style="list-style-type: none"> • Purchase Orders and Requisitions – see F17 • Office Equipment (owned and leased) – see A07 • Fleet Management – see V01 	Originating	2		business need
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the City and all other levels of government. May include correspondence to and from Boards and Commissions. Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence. Excludes: <ul style="list-style-type: none"> • Legislation – see Federal Legislation, L10 or Provincial Legislation, L11 	Originating	5**		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A17	Information Access and Privacy Includes documents regarding the City'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 Freedom of Information (FOI) requests made to the City, access request transfers to another institution, FOI requests made by the City, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs). Excludes: <ul style="list-style-type: none"> Copies of the Act – see L11 Non-MFIPPA Complaints and Inquiries – see M04 	City Clerk's Office	E+3	E = end of the calendar year in which the file is closed	g071
A18	Security Includes reports, requests, logs and other records regarding the security of offices/facilities and properties, such as security passes, control of keys and closed-circuit television (CCTV) output. Excludes: <ul style="list-style-type: none"> Vandalism Reports – see P05 Computer Security – see A03 	Originating	5	Video footage retained in accordance with Video Surveillance Policy.	business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A19	Facilities Construction and Renovations Records regarding 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 City. Excludes: <ul style="list-style-type: none"> As-builts and drawings – see A30 	Facilities Management Originating	E+3**	E = facility closed	g059 g073
A20	Building and Property Maintenance Records regarding the maintenance of the City's buildings and properties, such as 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. Excludes: <ul style="list-style-type: none"> Parks Management – see R04 Building Systems – see A29 	Facilities Management Originating	5	Setup tests and manuals are kept for E+1 year. E = equipment removed	g049 g099 g123 g160
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A22	Accessibility of Services Includes records relating to the accessibility of City buildings, services and information to people with disabilities. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: <ul style="list-style-type: none"> Report on services – see A28 	Originating	5		g010
A23	Information Systems Production Activity and Control Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes and mainframe access forms.	IT Services Originating	2	Backup tapes are kept for 3 years.	business need
A24	Access Control and Passwords Includes records related to the management of and access to programs. Includes individual access, password management, etc.	IT Services	S		business need
A25	Audit Reports Includes final audit reports regarding audits overseen or performed by Internal Audit. Also includes records regarding internal and external audits of operational processes and practices. Excludes: <ul style="list-style-type: none"> Financial Audits (Statutory Audits) – see F03 	Internal Audit Originating	6	Working papers are kept for 1 year. DWQMS internal and external audits and Wastewater internal audits are kept for 10 years.	

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A26	Statistics and Tracking Includes records related to tracking department or program performance metrics, KPIs and statistics. Excludes: <ul style="list-style-type: none"> Statistics relating to Fire and Rescue Incidents – see P24 	Originating	E+5**	E = end of the program or when a measure is no longer used	
A27	Project Administration/Management Includes documents related to project planning and development, such as project charters, business cases, status reports, staff comments and background documentation. Whenever possible, all records relating to project development, implementation, decision making and approvals should be filed according to subject.	Originating	E+5	E = completion or close of the project Project administration records related to Capital projects are retained for E+25	

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A28	<p>Performance Management/Quality Assurance</p> <p>Includes records regarding the performance of the City 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 would be key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Funding Agencies Annual Report, Wastewater Annual Reports, Wastewater Collection Annual Reports, and other information related to the efficiency and effectiveness of City operations as designated by a Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee performance appraisal – see H03 • Council Goals and Objectives – see C08 • Financial Regulatory reporting, FIR and MPMP – see F28 	Project Management Office Originating	6		g110
A29	<p>Building Structure Systems</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p>	Building Services	S	Superseded or life of system/asset	g046 g100

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A30	Drawings Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Originating	S**	Superseded or life of system/asset	g073 g141

Primary Heading: Council and By-laws

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

Table 2, Council and By-laws

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C01	By-Laws Includes final versions of the City'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.	City Clerk's Office	P**		g090 g131
C02	By-Laws - Other Municipalities Category not used.			Reference – discard when no longer useful.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C03	Council Agenda Includes notices of meetings and agendas of Council meetings as well as working notes used in agenda preparation.	City Clerk's Office	P**	Working notes are kept for 4 years.	business need
C04	Council Minutes Includes approved minutes of the proceedings of Council meetings and attachments to the minutes. Excludes: <ul style="list-style-type: none"> • Committee and Board Agendas – see C05 • Committee and Board Minutes – see C06 • Reports to Council – see C11 	City Clerk's Office	P**	Working notes are kept for 4 years. Voting records are kept for 1 year.	g131
C05	Committee and Board Agendas Includes notices of meetings and agendas for City Committees and Boards as well as working notes used in agenda preparation.	City Clerk's Office	P**	Working notes are kept for 4 years.	business need
C06	Committee and Board Minutes Includes minutes of City Committees and Boards as well as copies of Local Board Minutes that members of Council belong to.	City Clerk's Office	P**	Working notes are kept for 4 years.	g015

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C07	Elections Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by Council members and information on ward boundaries. Also includes advertising.	City Clerk's Office	E+4	E = day action took effect or voting day Ballots and any other election-related materials deemed not needed until the next election are kept for E+120 days (E = Voting day or resolution of recount)	g069 g070
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan, housing plan and growth plan submissions prepared for the Ministry. Excludes: <ul style="list-style-type: none"> • Environmental Planning – see D03 • Official Plan – see D08 	Originating	P**	Paramedic Service records kept according to MOHLT guidelines.	g052 g159
C09	Motions and Resolutions Category not used.				
C10	Motions and Resolutions - Other Municipalities Category not used.			Reference – discard when no longer useful.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C11	Reports to Council Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	City Clerk's Office	P**		common practice – also included in Council Minutes
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff and Council members to roles on Council committees and boards.	City Clerk's Office	E+4	E = end of term of Council Unsuccessful applicant records are retained for 1 year.	g131
C13	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives, etc.	City Clerk's Office	2		g059
C14	Council Audio and Video Includes livestreaming video and digital records of Council meetings.	City Clerk's Office	P		

Primary Heading: Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.

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Table 3, Development and Planning

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D01	Demographic Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: <ul style="list-style-type: none"> • Vital Statistics – see L12 	Planning Services	10**		business need
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> • Demographic Studies – see D01 • Residential Development – see D04 • Tourism Development – see D06 • Industrial/Commercial Development – see D21 	Originating	10**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D03	Environment Planning Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection, well development and purging, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Excludes: <ul style="list-style-type: none"> • Environmental Monitoring – see E05, E14 • Waste Management – see E07 • Source Water Protection Committee – see E20 	Originating	E+15**	E = expired or later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5.	g008 g016 g068 g146 g156
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning Services	10**		business need
D05	Natural Resources Planning Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits and other natural resources information. Excludes: <ul style="list-style-type: none"> • Tree maintenance – see E04 • Natural Resource management and preservation – see E18 	Planning Services	5**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism, such as the use of the municipality as a convention site or special event.	Originating	10**		business need
D07	Condominium Plans Includes records regarding the pre-consultation and approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes, background information and applications.	Planning Services Infrastructure, Development and Environmental Engineering	P		business need
D08	Official Plans Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Planning Services	P		g090 (15 years) common practice (P)
D09	Official Plan Amendment Applications Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning Services	P		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D10	Consent Applications Includes records regarding the pre-consultation and the granting of consents (including land division, lot additions, easements, long-term leases, partial mortgages and partial discharges, and validation certificates) including consent applications. Excludes: <ul style="list-style-type: none"> Committee of Adjustment agreements – see Contracts and Agreements – Under By-law, L04 	Committee of Adjustment	P		common practice
D11	Site Plan Control Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Also includes records regarding the approval of site plan drawings. Excludes: <ul style="list-style-type: none"> Private Site Servicing – see E12 Systems for Servicing Land – see relevant subject Site Plan Agreements – see L04 	Planning Services	P	Applications that are submitted, but not given a final decision are kept for E+1 year. E = date the file is closed	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D12	Subdivision Plans Includes records regarding the pre-consultation and the approval of plans of subdivision (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Also includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. Excludes: Subdivision Agreements – see L04	Planning Services Infrastructure, Development and Environmental Engineering	P		business need
D13	Minor Variance Applications Includes records regarding the pre-consultation and the granting of minor variances including minor variance applications. Excludes: <ul style="list-style-type: none"> • Zoning – see D14 • Budget Variances –F05 • Committee of Adjustment agreements – see L04 	Committee of Adjustment	P		common practice
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: <ul style="list-style-type: none"> • Zoning By-laws – see C01 • Variances – see D13 	Building Services Planning Services Infrastructure, Development and Environmental Engineering	P		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D15	Easements Includes all records regarding 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. Excludes: <ul style="list-style-type: none"> Original Agreements – see L04 	Originating	E+6**	E = termination of right	g133
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands, including encroachment permits. Also includes surveys and any other related documentation. Excludes: <ul style="list-style-type: none"> Original Agreements – see L04 Original Encroachment By-laws – see C01 	Realty Services Originating	E+6**	E = termination of right	g133
D17	Annexation/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	City Clerk's Office Planning Services	P**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D18	Community Improvement Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC and tax incentive based grant (TIBG). Excludes: <ul style="list-style-type: none"> Economic Development – see D02 	Originating	E+6**	E = completion of the project	business need
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning Services Originating	S+10**		business need
D20	Registered Plans and Reference Plans Includes Registered Plans and Deposited Reference Plans as received from the Registry Office. Also includes property survey plans. May include correspondence. Excludes: <ul style="list-style-type: none"> Site plans – see Site Plan Control, D11 	Realty Services Originating	P		business need
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> Agricultural Development – see D23 	Originating	10**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in a GIS.	Originating	S	Excludes the actual data residing on these systems.	business need
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Originating	10**		business need
D24	Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.	Planning Services	E+5	E = final decision	business need
D25	Property Searches Includes presales property information searches and compliance and release requests with respect to registered agreements.	Building Services Realty Services	15		
D26	Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law designates any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of the Planning Act. 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 be deemed not part of a registered plan. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning Services	E+2	E = final decision	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D27	Development Charges Study Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	Financial Services City Clerk's Office	10**		g128
D28	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, Council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained within a registered plan of subdivision.	Planning Services	E+5	E = final decision	business need

Primary Heading: Environmental Services

Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

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Table 4, Primary Heading: Environmental Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E01	<p>Sanitary Sewers</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewer collection system, including sewage pumping stations and system class certification and license to operate.</p> <p>Includes general work orders (callouts and site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.))</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Waste Management – see E07 • Storm Sewers – see E02 • Treatment Plants – see E03 • MOECC Approvals – see E21 • Drawings/As Built and specifications – see A30 	<p>Engineering Services</p> <p>Wastewater Services</p>	E+15	<p>E = project completed and no outstanding issues</p> <p>Specifications and records required for maintenance are kept for the life of the system/asset.</p>	<p>business need</p> <p>g059</p> <p>g073</p> <p>g089</p>
E02	<p>Storm Sewers</p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/As Built and specifications – see A30 	<p>Engineering Services</p>	E+5	<p>E = project completed and no outstanding issues</p> <p>Specifications and records required for maintenance are kept for the life of the system/asset.</p>	<p>business need</p> <p>g059</p> <p>g073</p>

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E03	<p>Wastewater Treatment Plant (Wastewater Treatment and Collection Systems)</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). Also includes facility classification certificate and license to operate.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or upgrades design, construction and commissioning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Private Site Servicing – see E12 • Drawings/As Builts and specifications – see A30 	Wastewater Services	E+15	<p>E = report made or equipment decommissioned</p> <p>Specifications are kept for the life of the asset as per A30.</p> <p>Plans are kept for E+2 years (E = cease to apply)</p>	g008 g059 g073 g082 g089 g152
E04	<p>Tree Maintenance</p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>	Originating	5		business need g089

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders. Excludes: <ul style="list-style-type: none"> • Water Quality – see E14 • By-law Enforcement – see P01 • Complaints and Inquiries – see M04 • Land Quality Monitoring – see E23 	Engineering Services Originating	20**		g008 g089
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies, such as telephone lines, gas mains, power lines, water mains etc. Excludes: <ul style="list-style-type: none"> • Site Plans – see D11 	Engineering Services Originating	5**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports. Excludes: <ul style="list-style-type: none"> Sanitary Sewers – see E01 Environment Planning – see D03 Private Site Servicing – see E12 	Solid Waste Resources	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

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E08	<p>Water Works (Drinking Water Plant)</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. Also 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 and 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>Excludes:</p> <ul style="list-style-type: none"> • Water Pumping Stations – see E03 • Drawings/As Built and specifications – see A30 	Originating	15	Specifications are kept permanently as per A30.	g073 g082 g089 g108 g111

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E09	Drains Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineering reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants. Excludes: <ul style="list-style-type: none"> Drawings/As Builts and specifications – see A30 	Engineering Services	E+5**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Records required for maintenance are kept for the life of the system/asset. Specifications are kept permanently as per A30.	g073 g082
E10	Pits and Quarries Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: <ul style="list-style-type: none"> License/permits – see P09 	Engineering Services	5**	Specifications are kept for the life of the pit or quarry.	g073 g082

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E11	Nutrient Management Includes records regarding the control of storing/spreading/using waste materials, such as liquid manure and sewage biosolids 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 Excludes: <ul style="list-style-type: none"> Strategy/plan review – see A28 	Originating	5** or expiry of plan + 2 years		g129
E12	Private Site Servicing Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems. Also includes records regarding private site services; e.g. switching from septic to Municipal water.	Originating	7**	Specifications are kept for the life of the system	g037 g082 g129
E13	Water Monitoring Category not used – integrated with Water Monitoring and Sampling, E14.				

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E14	<p>Water/Wastewater Monitoring and Sampling</p> <p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, warning notice checks and posting of them, chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), responses to interference with quality or quantity, 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 (MOE) drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Also includes operation logbooks, 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 and Procedures/ Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to MOE and local Health Unit. Includes records regarding the routine monitoring of effluent (both quantity and quality).</p> <p>Also includes regulated chemical samples collected and tested annually, 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>Water Services</p> <p>Wastewater Services</p> <p>Engineering Services</p> <p>Originating</p>	E+15	<p>E = created, approved or plan no longer in force.</p> <p>All water quality results are kept permanently (chains of custody records are kept for the normal retention period).</p> <p>Child care facility plumbing flush and water testing = 6</p>	<p>g008</p> <p>g016</p> <p>g082</p> <p>g089</p> <p>g108</p> <p>g110</p> <p>g111</p> <p>g115</p>
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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
	<p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • Land Quality Monitoring – see E23 • By-law Enforcement – see P01 • Complaints and Inquiries – see M04 • Annual reports – see A28 • Facilities routine water use, monitoring and testing – see P26 				
E15	<p>Chemical Sampling of Water</p> <p>Category not used – integrated with Water Monitoring and Sampling, E14.</p>				
E16	<p>Backflow Prevention and Cross Connection Control</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>	Building Services	15		g008 g082 g089 g108 g110 g111

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E17	Energy Management Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Facilities Management Originating	E+7	E = end of reporting period to which relates	business need
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry, including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: <ul style="list-style-type: none"> • Natural resources planning – see D05 • Tree Maintenance – see E04 • Conservation district plans – see R01 • Archaeological and heritage site investigation reports – see R01 	Originating	E+3	E = end of plan or designated year	g057 g072 g089

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g. wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Facilities Management Originating	E+15	E = created, approved or facility no longer in force	g060
E20	Source Water Protection Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meetings Minutes. Includes risk assessments and risk management plans. Excludes: <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments – see D03 • Prohibition Notices and Orders – see P25 • Contracts and Agreements – Simple (not under seal) – see L14 • Soil contamination – see E23 • Nutrient Management – see E11 	Water Services	E+15	E = created, approved or plan no longer in force	business need g016 g060

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E21	Ministry of the Environment (MOE) Environmental Compliance Approvals Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal and private sewage works (Plant, System and Sewage Pumping Station) and waste disposal sites, air quality, noise, stormwater management, storm sewers, culverts, etc. Also includes Environmental Activity and Sector Registry, Permit to Take Water and Drinking Water Works Permit documentation as well as Schedule C Approvals and MOE Inspection Reports.	Engineering Services Originating	E+15	E = ceases to apply	g038 g089 g115 g144
E22	Private/Small Water Systems Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Originating	E+15	maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Excludes: <ul style="list-style-type: none"> • Water Quality – see E14 • By-Law Enforcement – see P01 • Complaints and Inquiries – see M04 • Air Quality Monitoring – see E05 • Natural Heritage – E18 	Engineering Services	7		g082 g156

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E24	<p>Gasoline Storage and Dispensing</p> <p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. 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).</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Underground storage abandonment record – see L07 • Major spills – see E23 	Operations Originating	See comments	use = 7 tank install, inspection = system removed + 5	g045 g140 g141 g147 g158

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Primary Heading: Finance and Accounting

Includes records regarding the management of funds.

Table 5, Primary Heading: Finance and Accounting

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay accounts, rebates, levies payable, reports, telephone bills and membership fees. Excludes: <ul style="list-style-type: none"> Cancelled Cheques – see F07 Employee and Council Expenses – see F09 	Financial Services	E+7	E = end of the fiscal year For welfare and child care payments E = provincial government year end	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Also includes correspondence related to tax collection and supporting documentation. Excludes: <ul style="list-style-type: none"> Write-offs – see F23 Tax Assessments, Rolls and Tax Arrears – see F22 	Financial Services	E+7	E = end of the fiscal year For welfare and child care payments E = provincial government year end	g006 g007 g032 g034 g053 g055 g062

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F03	Financial Audits Includes records regarding internal and external financial audits of accounts. Excludes: <ul style="list-style-type: none"> Operational Audits – see relevant subject Audited Financial Statements – see F10 	Financial Services Originating	6		g032 g069
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: <ul style="list-style-type: none"> Banking Statements – see F07 	Financial Services	E+7	E = end of the fiscal year	g007 g026 g053 g062
F05	Budgets and Estimates Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Financial Services Originating	6**		business need
F06	Assets Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: <ul style="list-style-type: none"> Land Acquisition and Sale – see L07 	Asset Management	E+10**	E = disposal of asset	g006 g007

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F07	Cheques Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: <ul style="list-style-type: none"> Banking – see F04 	Financial Services	6		g006 g007 g034 g086
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: <ul style="list-style-type: none"> Debenture Registers – see F14 	Financial Services	E+6	E = debentures surrendered for exchange/cancellation	g007
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include credit card information; i.e. account numbers and statements, etc. May also include employee time sheets combined with travel and expense statements. Excludes: <ul style="list-style-type: none"> Attendance – see H01 Honoraria and fees to Council – see F16 	Financial Services	E+7	E = end of the fiscal year	g006 g007

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F10	Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: <ul style="list-style-type: none"> All working notes, calculations and background documentation – see F26 	Financial Services	P**		g069
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program, etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	Financial Services	E+6	E = repayment of loan	g006 g007
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Financial Services	E+6	E = closure of account	g006
F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Financial Services	E+6	E = end of the fiscal year	g006 g007 g032 g034 g055

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F14	Subsidiary Ledgers, Registers, and Journals Includes all subsidiary ledgers, registers, and journals, such as Payment and Receipt Journals and Debenture Registers. Excludes: <ul style="list-style-type: none"> Payroll Registers – see F27 Documents and vouchers used to support entries – file by subject 	Financial Services	E+7**	E = end of the fiscal year	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Financial Services	P		g001 g006 g007 g032 g034 g055 g131
F16	Payroll Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Manulife and La Capitale 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. Excludes: <ul style="list-style-type: none"> Payroll Registers –see F27 Non-payroll related government and statistical reporting – see F28 	Human Resources Originating	E+6	E = end of the fiscal year	g001 g005 g007 g019 g032 g034

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: <ul style="list-style-type: none"> Quotations and Tenders – see F18 	Financial Services	E+7	E = end of the fiscal year	g006 g007 g032 g053 g062

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposals, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	Financial Services Originating	E+7**	<p>Unsuccessful bids are retained for at least 3 years from contract award.</p> <p>Successful quotations and tenders that require a contract or agreement that need by-law approval are kept for E+15 years (E=date the contract or agreement is fulfilled or terminated)</p> <p>Successful quotations and tenders that require a contract or agreement that do not need by-law approval are kept for E+2 years (E=expiry of contract)</p>	g006 g007 g032 g053 g062
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Financial Services Originating	7		g006 g007 g032 g097

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds, such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Financial Services	6		g069
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 Tax Rolls – see F22 	Financial Services	7	Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 Mortgage Companies – see F02 Correspondence related to tax issues that are not of a long-term importance – see F02 	Financial Services	P	tax rolls = when no longer required for planning purposes	g007 g068 g095 (20 year limitation) g161 common practice (P)
F23	Write-Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 	Financial Services Originating	6	Court Services write-offs are kept for 37 years.	g006 g007 g027

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Originating	E+7	E = end of the fiscal year or last day of residence	g047 g051 g062 g097
F25	Security Deposit Includes development deposits, letters of credit, certificates of insurance when required, and records of monies held as security (i.e. bonds).	Financial Services	E+6	E = closure of account	g006 g007
F26	Working Papers – Financial Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: <ul style="list-style-type: none"> Financial Statements – see F10 	Financial Services	E+1	E = after completion of audit	business need
F27	Payroll Registers Includes all annual payroll registers. Excludes: <ul style="list-style-type: none"> Any other subsidiary ledger, register or journal – see F14 Documents and vouchers used to support entries – file by subject 	Human Resources	75		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F28	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: <ul style="list-style-type: none"> Performance management and quality assurance – see A28 	Financial Services	6		business need

Primary Heading: Human Resources

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

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Table 6, Primary Heading: Human Resources

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H01	Attendance and Scheduling Includes records regarding the planning of employee attendance. This includes dates and times of hours worked 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. Excludes: <ul style="list-style-type: none"> • Individual Time Sheets – see F16 • Vacation Time and Pay – see F16 	Human Resources Originating	5	driver daily HOS (hours of service) records = 6 months public vehicle and trip reports = 1 year	g035 g050 g151
H02	Benefits Program Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Excludes: <ul style="list-style-type: none"> • Payroll – see F16 • Individual Pension and Benefits records – see H10 	Human Resources	S		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H03	<p>Employee Records</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 driver files, 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>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Harassment – see H15 • Health and Safety Training – see H04 • Employee Certifications – see H24 	Human Resources Originating	E+6	<p>E = date employee ceased to be employed by employer or the employee's 18th birthday, whichever occurs later</p> <p>Wastewater System/Drinking water system training record = 5 years.</p> <p>Confined space training = cease to perform work and at least 5 years</p> <p>salt program training = 7 years</p> <p>Firefighter employment terms = 25 years.</p>	g035 g045 g065 g103 g139 g148

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety and Insurance Board (WSIB) reports, WSIB certificates, and information on health and safety programs training for staff. Excludes: <ul style="list-style-type: none"> Accidents of the Public – see P05 Lost-time reports and claims – see H13 Joint Health and Safety Committee – see H21 	Human Resources	E+10	E = date the employee is no longer employed by the City For confined space entry training: the two most recent records are kept. Accident reports for construction projects are retained with project records for 1 year after project completion. Paramedic Service records kept according to MOHLT guidelines.	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records. Excludes: <ul style="list-style-type: none"> Employee Records – see H03 	Human Resources	E+1**	E = day last used (Human Rights special program designation minimum of 5 years)	g054

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources Originating	S**		business need
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: <ul style="list-style-type: none"> Collective Agreements – see L04 	Human Resources	E+10**	E = expiry of contract period	g013
H08	Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts. Excludes: <ul style="list-style-type: none"> Job Descriptions – see H06 	Human Resources Originating	S**		business need
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes: <ul style="list-style-type: none"> Employee Records – see H03 	Human Resources	5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H10	Pension and Benefits Records Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: <ul style="list-style-type: none"> • Deductions for pensions – see F16 • General information on pension plans – see H02 • Payments made to OMERS – see F01 	Human Resources	E+50	E = date the employee is no longer employed by the City	g001 g088
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: <ul style="list-style-type: none"> • Successful applications – see H03 	Human Resources	1	Fire Department multi-year recruitments are kept for 2 years.	g071

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H12	Training and Development Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: <ul style="list-style-type: none"> Individual Employee Training Records – see H03 	Human Resources Originating	E+3**	E = date when that particular course ceases to be offered salt use training materials = 7 years Wastewater/drinking water training materials = 5 years Paramedic Service training records kept according to MOHLT guidelines. Only courses developed and presented by the City are subject to archival selection.	g043 g045 g139 g148

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report. Excludes: <ul style="list-style-type: none"> Non lost-time incidents or accidents – see H04 Self-insured STD – see H04 	Human Resources	E+10	E = date the employee is no longer employed by the City Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Excludes: <ul style="list-style-type: none"> Harassment and Violence – see H15 	Human Resources	E+10	E = resolution of the claim	g013 g054
H15	Harassment, Violence and Code of Conduct Includes records dealing with harassment, violence or code of conduct complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: <ul style="list-style-type: none"> Grievances – see H14 Abuse investigation records not involving staff – see P08 	Human Resources	E+3	E = resolution of the complaint Sexual harassment investigations are kept for E+7 years.	g054 g059 business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H16	Criminal Background Checks Category not used. Due to personal information, criminal background check results should be verified but not collected and retained.				
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E+40 or 20 years after last record of exposure	E = date the employee is no longer employed by the City Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation requirements.	g078 g079 g103

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H18	Employee Medical Records Includes doctor's notes, correspondence and health reports related to an employee's medical situation.	Human Resources	E+10	E = date the employee is no longer employed by the City or when the STD/LTD claims are resolved Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation	g078 business need
H19	Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Human Resources	E+5	E = day issued or earlier as may be specified by Commission	g010 g054

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H20	Confined Spaces Includes records relating to the assessment of confined spaces and written plans 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. Excludes: <ul style="list-style-type: none"> Health and Safety – see H03 Staff training – see H12 	Human Resources Originating	1 year or the period necessary to ensure 2 most recent records retained		g075
H21	Joint Health and Safety Committee Records Includes records of the City's Joint Health and Safety Committee, such as agendas, minutes, records of inspection, etc. Also includes records relating to Ministry of Labour visits and orders.	Human Resources Originating	E+7	E = end of the calendar year Paramedic Service records relating to Ministry of Labour visits and orders kept according to MOHLT guidelines.	
H22	Employee Oaths/Sworn Statements Includes any signed oaths or sworn statements that are made by an employee as part of their role or position.	Originating	E+1	E = date the employee is no longer employed by the City	
H23	Employee Recognition Includes all records and correspondence related to employee awards and honours granted by the Municipality.	Human Resources	5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H24	Employee Certifications Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	Human Resources	E+2	E = certification expired Paramedic Service certification records kept according to MOHLT guidelines.	g059 g077

Primary Heading: Justice

Includes records regarding POA and Court activities.

Table 7, Primary Heading: Justice

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J01	Certificates of Offence – Part I Category not used.			Refer to Court Services provincial retention timelines.	
J02	Informations – Part III / Accident and Careless Driving Part I Category not used.			Refer to Court Services provincial retention timelines.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J03	Control Lists / Justice Reports Category not used.			Refer to Court Services provincial retention timelines.	
J04	Court Dockets Category not used.			Refer to Court Services provincial retention timelines.	
J05	Transcripts and Records of Court Proceedings Category not used.			Refer to Court Services provincial retention timelines.	
J06	Enforcements and Suspensions Category not used.			Refer to Court Services provincial retention timelines.	
J07	Appeals and Transfers Category not used.			Refer to Court Services provincial retention timelines.	
J08	Statistics / Payment Tracking Category not used			Refer to Court Services provincial retention timelines.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J09	Disclosure Includes information requested by individuals in preparation for court cases.	Court Services	6		MOU
J10	Certificates of Conviction – Part II Includes Court and POA records including Part II – Certificates of Conviction.	Court Services	6		MOU

Primary Heading: Legal Affairs

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

Table 8, Primary Heading: Legal Affairs

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L01	Appeals and Hearings Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none"> Litigation – see Claims L02-L03 Harassment and Violence – see H15 Access to Information appeals – see A17 	Legal Services Committee of Adjustment	P	after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L02	Claims Against the Municipality Includes all litigation and insurance claims made by other parties against the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings – see L01 	Legal Services Risk Services	E+15	E = resolution of the claim and all appeals ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality Includes all litigation and insurance claims made against other parties by the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings – see L01 	Legal Services	E+15	E = resolution of the claim and all appeals	g056 g057 g072
L04	Contracts and Agreements – Under By-law Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, site plan agreements, Committee of Adjustment agreements and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: <ul style="list-style-type: none"> • Office Equipment Maintenance Agreements – see L14 • Contracts regarding Land – see L07 • Insurance Policies – see L06 • Guelph Museums Deeds of Gift – see R03 	City Clerk's Office Originating	E+15**	E = date the contract or agreement is fulfilled or terminated	g060 g068

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Procurement	E+15	E = after a new appraisal has been done	g060
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: <ul style="list-style-type: none"> Employee Group Insurance – see H02 Third Party Contracts – see L04 Insurance Claims – see L03 	Procurement	E+15	E= expiry of policy	g060
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land, such as lot sales, alley closings and allowances, road widenings, whether through voluntary transactions or expropriation. Includes leases, deeds/transfers, including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: <ul style="list-style-type: none"> Tax sales – see F22 	Realty Services	E+10**	E = property disposition or acquisition Renewable energy project agreement terms may not be more than 50 years. Append abandoned petroleum storage tank to deed.	g041 g095 g133 g153
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Legal Services Originating	S**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L09	Precedents Category not used.			Reference – discard when no longer useful.	
L10	Federal Legislation Category not used.			Reference – discard when no longer useful.	
L11	Provincial Legislation Category not used.			Reference – discard when no longer useful.	
L12	Vital Statistics Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: <ul style="list-style-type: none"> Population Statistics – see D01 	City Clerk's Office	P	Marriage licence applications are kept for 1 year after the ceremony.	common practice (P)
L13	Prosecutions – Part III Includes records regarding prosecutions to enforce by-laws and federal, provincial and municipal legislation. Excludes: <ul style="list-style-type: none"> By-law Enforcement – see P01 Appeals and Hearings – see L01 Part I and II Prosecutions – see L15 	Court Services	E+2 years plus current year	E = delivery of judgement/ closing of file	Ministry of the Attorney General guidelines

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under the Canadian Anti Spam Legislation (CASL). Excludes: <ul style="list-style-type: none"> Contracts and Agreements under by-law – see L04 Guelph Museums Deeds of Gift – see R03 	Originating	E+2**	E = expiry of contract River Run Centre and Sleeman Centre license agreements are kept for 6 years. Long-term care service provider agreements are kept for E+7.	g041 g042 g053 g059 g062 g130
L15	Prosecutions – Part I and Part II Includes records regarding prosecutions to enforce parking infractions, notices and tickets/fines. Excludes: <ul style="list-style-type: none"> By-law Enforcement – see P01 Appeals and Hearings – see L01 Part 3 Prosecutions – see L13 	Court Services	E+6 months	E = delivery of judgement/closing of file	

Primary Heading: Media and Public Relations

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

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Table 9, Primary Heading: Media and Public Relations

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: <ul style="list-style-type: none"> • News Releases – see M06 • Recruitment – see H11 • Elections – see C07 	Originating	3**		business need
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the setup and running of special events. Excludes: <ul style="list-style-type: none"> • Permit to hold event – see P11 • River Run event details – see L14 	Originating	5**	River Run event details filed with agreements under L14.	business need
M03	Charitable Campaigns/Fund Raising Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes: <ul style="list-style-type: none"> • Receipts – see F19 	Originating	3**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request. Excludes: <ul style="list-style-type: none"> • Access to Information (Freedom of Information) requests – see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 • Employee recognition – see H23 	Originating	5**	Paramedic Service records kept according to MOHLT guidelines.	g054 g121 g154 g160
M05	News Clippings Category not used.			Reference – discard when no longer useful.	
M06	News Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Corporate Communications	3**		Business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	S**	S+3 if publication is subject to copyright or trademark.	g134
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> Media coverage of speeches/presentations – see M05 News Releases – see M06 	Originating	3**		business need
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Originating	S+5**		g134 g136

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M10	Website and Social Media Content Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook and Twitter. Excludes: <ul style="list-style-type: none"> Published website content – see M07 	Originating	S+2		g059
M11	Community Outreach and Engagement Includes material related to community outreach initiatives and engagement efforts carried out by City departments. For example, the Healthy Landscapes program, fire safety, water conservation initiatives, and environmental and wastewater related initiatives.	Originating	E+5	E = completion of the project or initiative for which engagement was initiated	
M12	Staff Media and Public Liability and Indemnity Forms Includes permission, liability and indemnity forms signed by the public when participating in City events, such as facility tours or entrance on private property. Also includes staff media waivers, such as photo publication forms. Excludes: <ul style="list-style-type: none"> Recreational and Wellness Liability Waivers – see R07 	Originating	3		
M13	Communication Plans and Strategies Includes communication plans and strategies employed by City departments and staff.	Corporate Communications	5		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M14	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Corporate Communications Originating	5**		business need
M15	Intellectual Property Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Originating	E+5	E = copyright, patent or trademark expired or last use	g134 g135 g136

Primary Heading: Protection and Enforcement Services

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

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Table 10, Primary Heading: Protection and Enforcement Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws, such as parking tickets. Includes orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, etc. Excludes: <ul style="list-style-type: none"> • Health and Fire Inspections – see P07 • Investigations – see P08 • Environmental Monitoring – Industrial/ Commercial – see E05 • Prosecutions – see L13 • Animal Control Enforcement – see P14 • Lottery License Enforcement – see P09 	Corporate and Community Safety Originating	10**		g059 g089
P02	Daily Occurrence Logs Includes daily occurrences logs maintained by the Chief Building Official. Also includes logs maintained of daily occurrences such as By-law dispatches and fire assistance calls.	Originating	5**	Fire records are kept for 10 years. EMS records are kept for 6 years.	business need
P03	Emergency Planning and Response 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.	Originating	S** or expiry of plan	E+5 if Canadian Environmental Protection Act applies E = expiry of plan	g144

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons. Also includes Safety Data Sheets (SDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills. Excludes: <ul style="list-style-type: none"> • Staff Safety Training – see H04 • Personal exposure – see H17 • Manifests – see E07 	Originating	S+5	7 years or tank removal + 7 years if Canadian Environmental Protection Act applies	g038 g076 g121 g140 g142 g143 g149
P05	Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: <ul style="list-style-type: none"> • Security – see A18 • Accidents of Municipal Staff – see H04 • Compensation claims and vehicle accidents – see L02 or L03 • Long Term Care Home medication incidents – see S20 • Private Child Care Centre incidents – see S16 • Municipal Child Care Centre incidents – see S10 • Emergency Services Accident Reports – see P18 • Patient Medical Records – see P23 • Fire and Rescue Incident Reports – see P24 	Originating	current year+5		g011

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P06	Building and Structural Inspections Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Fire Prevention and Inspection – see P21 	Building Services	E+10	E = resolution of the issue inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections Includes Fire Marshal's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: <ul style="list-style-type: none"> • Internal Health and Safety Inspections – see H04 • Routine building and structural inspections – see P06 	Originating	S, minimum 1 year		g045
P08	Investigations Includes records of investigations pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment and Violence staff investigations – see H15 	Originating	10**		g059 g089 common practice

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P09	Licences Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, accessible transportation operation and quarries, etc. Excludes: <ul style="list-style-type: none"> Marriage Licences – see L12 Lottery Licenses – see P20 	Corporate and Community Safety	E+6	E = expiry of the license	g017
P10	Building Permits Includes permits issued to builders, contractors and residents giving them permission to build or renovate. Also includes associated forms, drawings for permits and reports from professional bodies and approval from other authorities. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Excludes: <ul style="list-style-type: none"> All other permits – see P11 	Building Services	P		g090 (15 years) common practice (P)

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P11	Permits – Other Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and land opening/closings – see T09 	Originating	E+2	E = expiry of permit	g017
P12	Warrants Includes all warrants issued for By-Law enforcement purposes.	Court Services Corporate and Community Safety	Execution of warrant + 2 Court services search warrants – 40 years		g028 g059
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity. Excludes: <ul style="list-style-type: none"> • Staff Police Background Checks – see H16 • Investigations – see P08 • Prosecutions – see L13 	Court Services Corporate and Community Safety	See comments	Occurrence/ investigation closed or disposition of charge + 5	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P14	Animal Control Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: <ul style="list-style-type: none"> Dog Licenses – see P09 	Originating	E+2	E = date animal was last in the pound	g012
P15	Community Protection Programs Includes records regarding 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. Excludes: <ul style="list-style-type: none"> Video surveillance footage – see A18 	Originating	S+2**		g071 business need
P16	Emergency Services Includes records regarding land ambulance, fire and rescue services.	Emergency Services	S+10	Paramedic Service records kept according to MOHLT guidelines.	g011

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P17	Paramedic Service and Fire Significant Incident and Impact Reports Includes reports and statements documenting significant and noteworthy incidents and events that occur when responding to an emergency medical situation or fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Emergency Services	E+10	Event = date the incident or accident occurred Paramedic Service records kept according to MOHLT guidelines.	g011
P18	Paramedic Service and Fire Accident Response Reports Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: <ul style="list-style-type: none"> Investigations – see P08 	Emergency Services	E+10	Event = date the incident or accident occurred Paramedic Service records kept according to MOHLT guidelines.	g011
P19	Paramedic Service and Fire Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues.	Emergency Services	S+2		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P20	Lottery Licensing Includes lottery license files, lottery organization documents and any lottery reports. Excludes: <ul style="list-style-type: none"> • Marriage Licences – see L12 • Business Licenses – see P09 	Corporate and Community Safety	E+6	E = expiry of the license	
P21	Fire Prevention and Inspection Includes documents related to fire prevention and inspection created by Fire Services, such as property owner permission for inspections to be conducted, reports and any related recommendations. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Building and Structural Inspections – P06 	Emergency Services	E+10	E = date of inspection	
P22	Emergency Access Routes Includes documents relating to Fire Services and Paramedic Service access routes in the City.	Emergency Services	S+5		
P23	Patient Medical Records Includes patient medical records documenting emergency services care.	Emergency Services	E+5	E = discharge of the patient	
P24	Fire and Rescue Incidents Includes material relating to fire incidents, such as occurrence reports.	Emergency Services	10	Records needed to substantiate exposure reports for firefighters are retained for 100 years.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P25	Prohibition Notices and Orders 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.	Source Water Risk Management	15		g016
P26	Facilities Routine Water Use, Monitoring and Testing Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long-term care facilities.	Originating	See comments	pools and recreation camps = 1 child care facility plumbing flush and water testing = 6	g049 g109

Primary Heading: Recreation and Culture

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

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Table 11, Primary Heading: Recreation and Culture

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archaeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: <ul style="list-style-type: none"> • Historical Designation By-laws – see C01 • Natural heritage preservation – see E18 	Planning Services	E+3**	E = end of plan year or removal of designation General and background records related to heritage planning and development are kept for 10 years.	g081
R02	Library Services Category not used – Guelph Public Library governed by a separate Board.				
R03	Museum and Archival Services Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: <ul style="list-style-type: none"> • Record Centre Operations – see A10 	Originating	P**	Education, visitor experience and exhibition records are kept E+5** (E=created)	g134

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R04	Parks Management Includes correspondence, descriptions, reports and other records dealing with the management, design, setup, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none"> Building and Property Maintenance – see A20 	Parks and Recreation Originating	10**	Playground equipment maintenance records are retained permanently. Final park design, planning and development decisions, drawings and specifications are retained permanently.	g060 business need
R05	Recreational Facilities Category removed. Duplicates records that should be filed elsewhere.				
R06	Recreational and Cultural Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational and cultural programs to the community, such as youth, sport and fitness, adult education, crafts and other programs.	Originating	See comments	program development and evaluation = 3** program registration = 1 attendance fee collection = 6	business need g006 g071

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R07	Recreational and Wellness Patron Records Includes any medical information or liability waivers or forms signed by patrons of any recreation or wellness program offered by the City. Also includes signed release forms relating to tours of City facilities, such as Solid Waste Resources, Water Services and Wastewater Services. Excludes: <ul style="list-style-type: none"> Staff Media and Public Liability and Indemnity Forms – see M12 	Originating	3		

Primary Heading: Social and Health Care Services

Includes records regarding social services and health care programs.

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Table 12, Primary Heading: Social and Health Care Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S01	<p>Children's Day Care and Nursery Services</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>Excludes:</p> <ul style="list-style-type: none"> • Children's services not related to day care and nursery schools – see S07 • Day care and nursery school enrolment records – see S10 • Home day care program clients – see S17 • Medical client records – see S06 • Day care and day nursery facility operation records – see applicable category • Water, Plumbing and flushing records – see P26 • Fire drill records – see H04 	Originating	S (review after 3 years)		g125

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S02	Elderly and Supportive Assistance Services Includes general program information regarding programs intended to improve the quality of life for senior citizens and people with disabilities, 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. Excludes: <ul style="list-style-type: none"> • Long-term Care Facility Residents – see S03 • Long-term Care Operations – see S20 • Disability Support Clients – see S13 	Community Services	S (review after 3 years)		business need
S03	Long Term Care Facility Resident Records Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S04	Community and Social Assistance Services Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs. Excludes: <ul style="list-style-type: none"> • Ontario Works Case Records – see S05 • Social Housing Programs – see S14 • Housing and Homelessness research and initiatives – see S14 • Social and health care planning and management – see S20 • Programs for the elderly and persons with disabilities – see S02 • Social Assistance Program Applications and Parton Files – see S11 • PAL and LAC Program Applications and Patron Files – see S12 	Originating	S (review after 3 years)		business need
S05	Ontario Works Clients Category not used.				
S06	Medical Case Clients Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S07	Children's Services Includes general program information regarding programs benefiting children with disabilities, 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. Excludes: <ul style="list-style-type: none"> • Medical client case records – see S06 • Day care and day nursery programs – see S01 	Originating	S (review after 3 years)		business need
S08	Public Health Category not used.				
S09	Cemetery Interment Includes records related to the issuance of burial permits. Excludes: <ul style="list-style-type: none"> • Building and Property Maintenance – see A20 • Promotional materials – see M07 • Price lists and cemetery operation – see S22 	City Clerk's Office	P**	Transfer to archives if no longer managed.	g048 g101
S10	Day Care and Day Nursery Clients Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S11	Social Assistance Program Applications and Patron Files Includes applications and records containing personal information related to a patron's qualification for or use of a social assistance program. Excludes: <ul style="list-style-type: none"> General Social Assistance Program information – see S04 Affordable Bus Pass, PAL and LAC Program Applications and Patron Files – see S12 	Originating	E+2	E = date of last use or cancellation of enrolment in the program	
S12	Affordable Bus Pass, FAIR, PAL and LAC Program Applications and Patron Files Includes applications and records containing personal information relating to a patron's application and qualification for the Affordable Bus Pass, PAL and LAC social assistance programs. Excludes: <ul style="list-style-type: none"> General Social Assistance Program information – see S04 Social Assistance Program Applications and Patron Files – see S11 	Community Investment	2		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S13	Disabilities Support Clients Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities. Excludes: <ul style="list-style-type: none"> • Children's program information – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	E+7	E = no longer receiving support	g155

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S14	Housing Services Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs including construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives. Excludes: <ul style="list-style-type: none"> Resources used to assist potential tenants – see S04 	Community Services	10		g052 g163
S15	Housing Tenant Clients Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms. Excludes: <ul style="list-style-type: none"> Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	E+5	E = no longer resides	g053 g163

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S16	Home Child Care Program Administration Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records and financial reconciliation information.	Community Services	3		g125
S17	Home Child Care Program Clients Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals. Excludes: <ul style="list-style-type: none"> Day care and day nursery clients – see S10 	Community Services	E+3	E = last participated date	g126
S18	Social and Health Care Planning and Management Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Community Paramedicine programs.	Community Services	E+5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S19	Client Care Coordination Includes records regarding individual clients and their care coordination planning. Excludes: <ul style="list-style-type: none"> Public health medical client information – see S06 	Community Services	E+10	E = no longer receiving support Paramedic Service records kept according to MOHLT guidelines.	g019 g053 g084 g085 g126 g155
S20	Long Term Care Operations Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents. Excludes: <ul style="list-style-type: none"> Complaints – see MO4 Serious occurrence and abuse allegations investigation – see P04 Food preparation and Service monitoring – see S21 	Community Services	4	Paramedic Service records kept according to MOHLT guidelines.	g003 g064 g163

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S21	Food Preparation and Service Category not used.				
S22	Cemetery Operations Category not used.				

Primary Heading: Transportation Services

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

Table 13, Primary Heading: Transportation Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Facilities Management Public Works Engineering Services	E+6	E = removal of the equipment Specifications are kept permanently.	business need
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Originating	E+6	E = closure of lot or space	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T03	Public Transit Operations Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit coordination. Excludes: <ul style="list-style-type: none"> • Accessible transportation application and approval – see S13 • Driver scheduling – see H01 	Transit	E+1**	E = closure of route/shelter/stop 2 year minimum retention	g094 business need
T04	Road and Sidewalk Construction Includes records and studies regarding construction projects on roads and sidewalks. Includes the construction of new roads and major improvements to existing roads and sidewalks, such as resurfacing, widening, etc. Excludes: <ul style="list-style-type: none"> • Design and Planning – see T05 • Routine maintenance and minor improvements to road systems – see T06 • As-Builts – see A30 	Public Works Engineering Services	E+5**	E = project finished Specifications are kept permanently.	g073
T05	Road Design and Planning Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	Engineering Services Originating	E+5**	E = project constructed Specifications are kept permanently.	g073

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T06	<p>Road and Sidewalk Maintenance and Salt Usage</p> <p>Includes records and studies regarding the inspection and maintenance of roads and sidewalks. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine Maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.</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>Excludes:</p> <ul style="list-style-type: none"> • Non salt usage training records – see H03 	Public Works	E+5	<p>E = project finished</p> <p>salt plans, usage, training and reports = 7 years</p> <p>Specifications are kept permanently.</p>	g073 g139
T07	<p>Signs and Signals</p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Visual Identity Program – see M09 • Sign Permits – see P11 	Public Works Engineering Services	E+1	E = removal of sign/signal	g073

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: <ul style="list-style-type: none"> Permits for temporary closures – see P11 	Traffic	E+3**	E = project finished Temporary road closures = 2 years.	business need
T09	Roads and Lanes Openings/Closures Includes records regarding roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. Also includes records related to requests to open road and street allowances. Excludes: <ul style="list-style-type: none"> Temporary road closures – see T08 Land Sales – see L07 Road Closing By-laws – see C01 	Public Works	E+1**	E = project finished	business need
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Engineering Services	E+1	E = project finished Records required for maintenance and planning purposes are kept permanently.	business need

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering Services	E+5	E = project finished Records required for maintenance and planning purposes are kept permanently. Specifications are kept permanently.	g073

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Primary Heading: Vehicles and Equipment

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

Table 14, Primary Heading: Vehicles and Equipment

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V01	Fleet Management Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, preventative maintenance inspections sheets, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: <ul style="list-style-type: none"> Insurance Policies – see L06 Accident Claims – see L02, L03 Leases/Contracts – see L14 Daily Reports/Logs – see V05 	Originating	E+6 months	E = termination of lease or de-servicing of vehicle public vehicles trip record = 1 preventative maintenance inspections sheets = current year+2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	Originating	E+1	E = disposal of equipment	g074 common practice

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V03	Transportable Equipment Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+1	E = disposal of equipment	g074 common practice
V04	Protective Equipment Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: <ul style="list-style-type: none"> Uniforms and Clothing – see A14 	Originating	E+1	E = disposal of equipment	g074 g075 common practice
V05	Fleet Daily Inspection Reports/Logs Includes records regarding drivers' daily inspection reports or logs for all current fleet vehicles. Excludes: <ul style="list-style-type: none"> Vehicle history or maintenance – see V01 	Originating	E+ 6 months	E = last date in completed inspection booklet	

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V06	Ancillary Equipment 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. Also includes setup tests and manuals. Excludes: <ul style="list-style-type: none"> Gasoline storage tanks – see E24 Mechanical and operational systems integral to building structure – see A29 Private/small water systems – see E22 	Originating	E+1	E = disposal of equipment Setup tests are kept until superseded.	g074 g157

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All numbers in retention columns refer to years unless otherwise specified

The Corporation of the City of Guelph

By-law Number (2020) - 20544

Being a By-law to amend Bylaw Number
(2002) – 17017 – Traffic By-law.

The Council of the Corporation of the City of Guelph enacts as follows:

1. Schedule XV of Bylaw Number (2002) – 17017 is hereby deleted and replaced with the new Schedule XV, attached here to as Schedule A (To remove Morris Street, east, York to Beverley, anytime; to add Morris Street, west, York Road to Beverley Street, anytime in the No Parking Schedule)
2. Schedule XVII of Bylaw Number (2002) – 17017 is hereby deleted and replaced with the new Schedule XVII, attached here to as Schedule B (To remove Morris Street, west, Alice to York, Anytime 2 hours; to add Morris Street, west, Alice Street to Beverley Street, Anytime 2 hours; to add Morris Street, east, Beverley Street to York Road, Anytime 2 hours; in the Restricted Parking Schedule)
3. Schedule XXII of Bylaw Number (2002) – 17017 is hereby deleted and replaced with the new Schedule XXII, attached here to as Schedule C (To remove Morris Street, west, York Road to Ferguson Street; to remove Morris Street, east, Beverley Street to 90m south of Alice Street; to add Morris Street, east, York Road to 90m south of Alice Street; To remove Morris Street, west, Beverley Street to Ferguson Street; in the Permissive Overnight Parking 2:00am – 6:00am Schedule)

Passed this 23 day of November, 2020.

Schedules:

Schedule 1: No Parking XV

Schedule 2: Restricted Parking XVII

Schedule 3: Permissive Overnight Parking 2:00am – 6:00am XXII

Cam Guthrie, Mayor

Stephen O'Brien, City Clerk

Schedule A
to By-law Number (2020) – 20544
being new Schedule XV
to By-law Number (2002) – 17017
NO PARKING

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>	<u>Column IV</u> <u>TIME</u>
Abbeywood Crescent	North	148m west of Deerpath Drive to 36m west thereof	Anytime
Aberdeen Street	North	29m west of Arnold Street to Edinburgh Road North	Anytime
Aberdeen Street	South	Edinburgh Road North to Arnold Street	8am-6pm, Mon-Fri
Acker Street	North	Severn Drive to easterly limit	Anytime
Admiral Place	Both	Southgate Drive to westerly limit	Anytime
Albert Street	South	Water Street to Mary Street	Anytime
Alice Street	Both	Arthur Street South to Huron Street	Anytime
Alice Street	North	Johnston Street to Stevenson Street South	Anytime
Alice Street	North	Morris Street to Harris Street	Anytime
Alice Street	South	Harris Street to Johnston Street	Anytime
Alice Street	South	Huron Street to Morris Street	Anytime
Alice Street	South	Johnston Street to Stevenson Street	8am-6pm, Mon-Fri
Alma Street North	East	Raglan Street to 46m north of Paisley Road	Anytime
Alma Street North	East	Suffolk Street West to 23m south thereof	Anytime
Alma Street North	West	46m south of Paisley Road 53m north of Paisley Road	Anytime
Alma Street North	West	Suffolk Street West to 29m south thereof	Anytime
Ambrous Crescent (north leg)	North	MacAlister Boulevard to Kirvan Drive	Anytime
Ambrous Crescent	North, West and South	Kirvan Drive (north leg) to MacAlister Boulevard (west leg)	Anytime
Ambrous Crescent	South	190m west of Kirvan Drive to 45m west thereof	Anytime
Ambrous Crescent	South	MacAlister Boulevard to 190m east thereof	Anytime
Ambrous Crescent (south leg)	North	200m west of Kirvan Drive (south leg) to 45m west thereof	Anytime
Ambrous Crescent (south leg)	North	MacAlister Boulevard to 90m west thereof	Anytime
Amsterdam Crescent (north leg)	South	150m west of Summerfield Drive to 28m west thereof	Anytime
Amsterdam Crescent (south leg)	North	150m west of Summerfield Drive to 28m west thereof	Anytime
Ann Street	North	Woolwich Street to easterly limit	Anytime
Applewood Crescent	East	21m north of Parkwood Road to 34m south thereof	Anytime
Applewood Crescent	East	Elmhurst Crescent to 22m south thereof	Anytime
Applewood Crescent	West	22m south of Elmhurst Crescent to 38m north thereof	Anytime
Applewood Crescent	West	Parkwood Road to 21m north thereof	Anytime
Applewood Crescent (east leg)	East	Willow Road to 31m north thereof	Anytime

Schedule A
to By-law Number (2020) – 20544
being new Schedule XV
to By-law Number (2002) – 17017
NO PARKING

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>	<u>Column IV</u> <u>TIME</u>
Applewood Crescent (west leg)	West	Willow Road to Greengate Road	Anytime
Ardmay Crescent	West	Eramosa Road to Lemon Street	Anytime
Arkell Road	Both	Victoria Road to Gordon Street	Anytime
Armstrong Avenue	East	York Road to Balsarroch Place	Anytime
Arnold Street	East	Paisley Road to Suffolk Street West	Anytime
Arrow Road	Both	Woodlawn Road to the northerly limit	Anytime
Arthur Street	East	Norwich Street East to Elizabeth Street	Anytime
Arthur Street North	East	40m south of Spring Street to 16m south thereof	Anytime Apr. 15th - Nov. 15th
Arthur Street North	West	Eramosa Road to 40m north thereof	Anytime
Arthur Street North	West	Heffernan Street to 67m south thereof	8 am - 6 pm Mon - Sat
Arthur Street North	West	Heffernan Street to King Street	Anytime
Arthur Street North	West	Norwich Street East to northerly limit	Anytime
Arthur Street South	East	Alice Street to 120m north thereof	Anytime
Arthur Street South	East	Manitoba Street to Oliver Street	Anytime
Arthur Street South	West	38m south of Cross Street to Ontario Street	Anytime
Arthur Street South	West	Macdonell Street to 34m south of Cross Street	Anytime
Atto Drive	West	Woodlawn Road East to Norma Crescent	Anytime
Auden Road	East	Chesterton Lane to 21m south thereof	Anytime
Auden Road	West	77m north of Lindsay Court to a point 72m north thereof	Anytime
Auden Road	West	Hadati to 29m north thereof	Anytime
Audrey Avenue	East	York to southerly limit	Anytime
Audrey Avenue	West	York Road to 22m south thereof	Anytime
Bagot Street	East	Paisley to Willow	Anytime
Bailey Avenue	South	55m east of Beattie Street to 59m east thereof	Anytime
Baker Street	East	Quebec Street to 66m north thereof	Anytime
Baker Street	East	Woolwich Street to 11m south thereof	Anytime
Baker Street	West	Quebec Street to 36m north thereof	Anytime
Baker Street	West	Woolwich Street to 15m south thereof	Anytime
Baker Street	West	Chapel Lane to Quebec	Anytime
Balmoral Drive	Both	36.3m east of Inverness To 65.6m west thereof	Anytime
Balmoral Drive	West	Waverley to 137m north thereof	Anytime
Barber Avenue	East	London to 30m north thereof	Anytime
Barber Avenue	West	London to 37m north thereof	Anytime
Barber Avenue	South	53m east of Westmount Road to 26m east thereof	Anytime
Barber Avenue	East	London Road West to Westmount Road	Anytime

Schedule A
to By-law Number (2020) – 20544
being new Schedule XV
to By-law Number (2002) – 17017
NO PARKING

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>	<u>Column IV</u> <u>TIME</u>
Bard Boulevard	North	55m west of Victoria Road South to 21m west thereof	Anytime
Barton Street	South	Kathleen Street to Exhibition Street	Anytime
Baxter Drive	East	60m north of Goodwin Drive to 30m north thereof	Anytime
Baxter Drive	West	Goodwin Drive to northerly limit	Anytime
Beaumont Crescent	Both	Elizabeth to York	Anytime
Beaumont Crescent	Both	York to Clearview	Anytime
Beaumont Crescent	South	Elizabeth to Clearview	Anytime
Beaver Meadow Drive	East	Farley Drive to 50m south thereof	Anytime
Beaver Meadow Drive	West	Farley Drive to 12m south of Blair Drive	Anytime
Beechwood Avenue	East	Chadwick Avenue to 15m south thereof	Anytime
Beverley Street	South	Harris to Morris	Anytime
Birmingham Street	East	Waterloo Avenue to Essex Street	Anytime
Bishop Court	North	43m south of Flanders Road to 51m west thereof	Anytime
Bonar Place	East	Willow Road to 180m north thereof	Anytime
Borden Street	West	College to Moore	Anytime
Boult Avenue	West	York to southerly limit	Anytime
Bowen Drive	South	Victoria Road North to Birchbank Boulevard	Anytime
Bowen Drive	West	Norma Crescent to Birchbank Boulevard	Anytime
Brady Lane	East	84m west of Bathgate Drive to 34m south thereof	Anytime
Braid Place	East	University to northerly limit	Anytime
Braid Place	West	University to northerly limit	8 am - 6 pm, Mon.-Fri
Brant Avenue	North	43m west of Muskoka to 54m west thereof	Anytime
Brant Avenue	South	64m west of Muskoka to 43m west thereof	Anytime
Brentwood Drive	Both	Nicklin to 17m west thereof	Anytime
Brentwood Drive	East	19m north of June to 15m south of June	Anytime
Brentwood Drive	West	23m north of June to 17m south of June	Anytime
Brentwood Drive	East	352m north of June Avenue to 62m west of Strathmere Place	Anytime
Bright Lane	West	McNulty Lane to 23m north thereof	Anytime
Brighton Street	North	Stevenson Street west to the driveway of Brighton Street School	Anytime
Brighton Street	South	Stevenson Street to 43m west thereof	Anytime
Bristol Street	North	Wellington to Edinburgh	Anytime
Bristol Street	South	23m east of Holliday to westerly limit	Anytime
Brockville Avenue	East	York to southerly limit	Anytime
Brockville Avenue	West	York to 98m south thereof	Anytime
Brown Street	Both	Colonial Drive to 49m west thereof	Anytime

Schedule A
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<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>	<u>Column IV</u> <u>TIME</u>
Buckthorn Crescent	East	108 m west of Grange Road to 33m west thereof (south leg)	Anytime
Buckthorn Crescent	East	124 m west of Grange Road to 30 m west thereof (north leg)	Anytime
Burcombe Crossing	East	Dallan Drive to Lobsinger Lane	Anytime
Burcombe Crossing	East	Lobsinger Lane to Poppy Drive East	Anytime
Burns Drive	North	120m east of Edinburgh Road North to 32m east thereof	Anytime
Burns Drive	South	Edinburgh Road to 158m east thereof	Anytime
Caledonia Street	Both	College to Dean	Anytime
Calgary Avenue	Both	Ottawa Crescent to 40m south thereof	Anytime
Callander Drive	East	Ottawa Crescent to Eramosa Road	8am-9am, 3pm-4pm, Mon-Fri, Sep 1-Jun 30
Cambridge Street	North	32m west of Yorkshire Street to Clinton Street	Dec 1 st to Mar 31 st
Cambridge Street	North	Yorkshire Street to 32m west thereof	Anytime
Cambridge Street	North	Yorkshire to 18.4m east thereof	Anytime
Cambridge Street	South	Clinton to Glasgow	Anytime
Cambridge Street	South	Dublin to Glasgow	Anytime
Camm Crescent	South	99m north of Periwinkle Way (west leg) to 23m north thereof	Anytime
Camm Crescent	South	89m north of Periwinkle Way (east leg) to 27m north thereof	Anytime
Campbell Road	Both	Silvercreek Pkwy to Dawson Road	Anytime
Carden Street	South	Wilson Street to Wyndham Street North	Anytime
Cardigan Street	East	107m north of Woolwich to 30m north thereof	Anytime
Cardigan Street	East	191m north of Norwich to Marcon	Anytime
Cardigan Street	East	London to 122m north thereof	Anytime
Cardigan Street	East	Norwich Street to 15m north thereof	Anytime
Cardigan Street	West	Marcon to 105m south thereof	Anytime
Cardigan Street	West	Norwich to 132m south of Marcon	Anytime
Carere Crescent	East	125 m east of Atto Drive to 130 m north thereof	Anytime
Carere Crescent	South/East	Atto Drive to 130 m north thereof	Anytime
Carere Crescent (south)	North	95m east of Atto Drive to 125m east thereof	Anytime
Carrington Drive	East	Darnell Road to Ryder Avenue	Anytime
Carrington Place	East	Edinburgh to 30m south thereof	Anytime
Carrington Place	West	87m south of Edinburgh Road South to 31m south thereof	Anytime
Cassino Avenue	South	William Street to 27m west of Anthony Avenue	Anytime
Cavell Avenue	North	Central to Exhibition	Anytime
Cedar Street	East	44m south of Water Street to 40m south thereof	Anytime

Schedule A
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to By-law Number (2002) – 17017
NO PARKING

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>	<u>Column IV</u> <u>TIME</u>
Chadwick Avenue	South	Beechwood Avenue to 16m east thereof	Anytime
Chapel Lane	Both	South-east corner, north to Post Office	Anytime
Chapel Lane	North	South-east corner, west to Baker Street	Anytime
Chapel Lane	South	58m east of Baker Street to 34m east thereof	Anytime
Charles Street	South	Woolwich to Dublin	Anytime
Cheltonwood Avenue	North	97m east of Elginfield Drive to 25m east thereof	Anytime
Chester Street	North	Exhibition Street to Kathleen Street	Anytime
Chillico Drive	North	Elmira Road to westerly limit	Anytime
Chillico Drive	South	49m west of Hillsdon Place to 14m west thereof	Anytime
Church Lane	Both	Norfolk to easterly limit	Anytime
Cityview Drive	Both	York Rd to White St	Anytime
Clair Road W	Both	Hanlon Parkway to Laird Road	Anytime
Clair Road W	Both	Laird Road to Gordon Street	Anytime
Clairfields Drive W	East	Clair Road West to Doyle Drive	Anytime
Clairfields Drive E	North	37m west of Beaver Meadow Drive to 133m west thereof	Anytime
Clairfields Drive E	South	31m east of McGarr Drive to 35m west of McGarr Drive	Anytime
Clairfields Drive E	South	97m west of McGarr Drive to 33m west thereof	Anytime
Clara Street	East	Grange to southerly limit	Anytime
Clarence Street	Both	Dufferin to C.P.R. track	8 am - 6 pm, Mon - Sat
Clarence Street	North	Woolwich to Dufferin	Anytime
Clark Street	North	Dufferin to Woolwich	Anytime
Clark Street	South	Exhibition to Princess	Anytime
Clark Street	South	Woolwich to Princess	Anytime
Clearview Street	Both	Suburban to Beaumont	Anytime
Clinton Street	East	Elora to Paisley	Anytime
Clough Crescent	North	Colonial Drive to 21m east thereof	Anytime
Clough Crescent	South	Colonial Drive to 22m east thereof	Anytime
Clough Crescent	East	159 metres south of Bard Boulevard to 50 metres north of Bard Boulevard	Anytime
Clough Crescent	North	Colonial Drive (south intersection) to 130 metres east thereof	Anytime
Clough Crescent	South	Colonial Drive (north intersection) to 130 metres east thereof	Anytime
Colborn Street	Both	Stone to Monticello	8 am - 6 pm
Cole Road	Both	Scottsdale to Cole	Anytime
Cole Road	NE	164m south of Briarlea to 46m south-east thereof	Anytime
Cole Road	NW/West	Scottsdale to Ironwood South	Anytime

Schedule A
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Cole Road	North	64m east of Ironwood Road to 30m east thereof	Anytime
Cole Road	SE	112m north of Aspen 46m north-east thereof Valley/Christopher to	Anytime
Cole Road	South	97m east of Cole Road (north leg) to 20m east thereof	Anytime
College Avenue	Both	Stone to Victoria	Anytime
Colonial Drive	East	15m south of Marsh Crescent to 92.5m north thereof	Anytime
Colonial Drive	West	15m south of Brown Street to 98.5m north thereof	Anytime
Colonial Drive	Both	20m south of Bard Boulevard to 15m north of Bard Boulevard	Anytime
Colonial Drive	East	9m south of Baxter Drive to 67m north thereof	Anytime
Colonial Drive	East	Lambeth Way to 40m south thereof	Anytime
Colonial Drive	West	9m south of Baxter Drive to 64m north thereof	Anytime
Colonial Drive	West	24m south of Walker Way to 100m south thereof	Anytime
Colonial Drive	East	Summerfield Drive to 160 metres south thereof	Anytime
Commercial Street	North	58m west of Norfolk to 6.1m west thereof	Anytime
Conroy Crescent	West	College to College	Anytime
Cork Street	North	Yorkshire to 17m east thereof	Anytime
Cork Street	South	Dublin to Yorkshire	Anytime
Cork Street West	Both	Norfolk Street to Dublin Street North	Anytime
Corporate Court	Both	Southgate Drive to easterly limit	Anytime
Cote Drive	Both	Skov to northerly limit	8 am-6 pm, Mon.-Fri.
Couling Crescent	North, West and South	Inner portion of the Crescent from Watson Parkway to Watson Parkway	Anytime
Crawford Street	West	Dean Avenue to University Avenue West	Anytime
Creighton Avenue	North	77m east of Vipond Street/Trimble Crescent to 33m east thereof	Anytime
Crestwood Place	West	60m north of Palmer Street to 12m north thereof	Anytime
Crestwood Place	West	60m north of Palmer Street to 12m north thereof	Anytime
Crestwood Street	East	Palmer to the northerly limit	Anytime
Crimea Street	North	Alma to 42m east thereof	Anytime
Crimea Street	North	Edinburgh to 213m west thereof	8 am - 6 pm
Crimea Street	South	Edinburgh to 63m west to C.N.R. crossing	Anytime
Crimea Street	South	164m west of C.N.R. crossing Alma Street North	Anytime
Cross Street	South	Arthur Street South to Neeve Street	Anytime
Crowe Street	South	Edinburgh Road South to McElderry Road	Anytime

Schedule A
to By-law Number (2020) – 20544
being new Schedule XV
to By-law Number (2002) – 17017
NO PARKING

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>	<u>Column IV</u> <u>TIME</u>
Curtis Road	Both	Silvercreek Pkwy to the westerly limit	Anytime
Curzon Crescent	North	Tovell Drive to 93m west thereof	Anytime
Curzon Crescent	North	54m west of Saigon Street to 32m west thereof	Anytime
Cutten Place	Both	Southgate Drive to easterly limit	Anytime
Dallan Drive	East	Clair Road East to McIntyre Court	Anytime
Dallan Drive	West	Kay Crescent to Poppy Drive East (east leg)	Anytime
Dallan Drive	West	Poppy Drive East to Lobsinger Lane	Anytime
Dallan Drive	West	Lobsinger Lane to Burcombe Crossing	Anytime
Dallan Drive	East	Poppy Drive East (west leg) to 104m south thereof	Anytime
Darby Road	East	56m south of Stephanie Drive to 34m south thereof	Anytime
Davis Street	East	Eastview Road to Acker Street	Anytime
Davis Street	West	Eastview Road to 18m north thereof	Antime
Dawson Road	Both	Willow to Woodlawn	Anytime
Dean Avenue	North	36m west of Talbot to Caledonia Street	Anytime
Dean Avenue	North	Gordon to 36m west thereof	Anytime
Dean Avenue	South	65m west of Talbot to Caledonia Street	Anytime
Dean Avenue	South	Gordon to 58m west thereof	Anytime
Deerpath Drive	West	Imperial Road to 27m north thereof	Anytime
Deerpath Drive	East	61m north of Abbeywood Crescent (west intersection) to 34m east thereof	Anytime
Delaware Avenue	East	50m north of Speedvale Avenue East to 30m north thereof	Anytime
Delhi Street	East	Eramosa Road to 323m north of Spring Street	Anytime
Delhi Street	East	Peter Avenue to Philip Avenue	Anytime
Delhi Street	East	Emma Street to 52m south thereof	Anytime
Delhi Street	West	130m south of Speedvale Avenue to 31m south thereof	Anytime
Delhi Street	West	35m north of Paul Avenue to 35m south of Paul Avenue	Anytime
Delhi Street	West	11m north of Peter Avenue to 6m south of Peter Avenue	Anytime
Delhi Street	West	93m north of Spring Street to 15m south of Derry Street	Anytime
Delhi Street	West	Eramosa Road to 42m north thereof	Anytime
Delhi Street	West	280m south of Emma Street to 22.5m south thereof	Anytime
Delhi Street	West	Emma Street to 256m south thereof	Anytime
Delhi Street	West	Peter Avenue to 21m south thereof	Anytime
Derry Street	North	Arthur to 108.5m east thereof	Anytime
Derry Street	South	Arthur to Delhi	Anytime

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DeShane Street	East	Mullin Drive to Norma Crescent	Anytime
Devere Drive	East	Crane to 28m south thereof	Anytime
Devere Drive	West	18m south of Crane to 47m north thereof	Anytime
Division Street	Both	Woolwich to Westmount	Anytime
Dodds Avenue	West	York Road to 20m south thereof	Anytime
Dominion Drive	Both	northerly limit to 40m south thereof	Anytime
Domo Drive	Both	Grange Road to easterly limit	8 a.m. – 4 p.m. Monday - Friday
Douglas Street	West	St. George's Square to Woolwich	Anytime
Downey Road	Both	30m west of Hanlon Pkwy to Hanlon Creek Boulevard	Anytime
Dublin Street	East	55m north of Cork Street to Paisley Street	Anytime
Dublin Street	East	Cork Street to 36m north thereof	Anytime
Dublin Street	East	Cork to Kent	Anytime
Dublin Street	East	Paisley to 23m north thereof	Anytime
Dublin Street	East	Suffolk to 10m north of Norwich	Anytime
Dublin Street	West	9m south of Durham to 36m north of Cambridge	Anytime
Dublin Street	West	London to 31m south thereof	Anytime
Dublin Street	West	Paisley to 30m south thereof	Anytime
Dublin Street	West	Suffolk to Paisley	Anytime
Dublin Street	West	Waterloo to Kent	Anytime
Dublin Street	West	Wellington to Waterloo	Anytime
Dublin Street South	East	Nottingham Street to 19m north thereof	Anytime
Dublin Street North	East	8m north of Norwich Street West to 16m south of Charles Street (Except Authorized Permits)	Anytime
Dublin Street North	East	McTague Street to 16m south of Charles Street	Anytime
Dudley Drive	South	42m west of MacAlister Boulevard to 37m west thereof	Anytime
Dufferin Street	East	London to Clarence	Anytime
Dufferin Street	West	George Street to 40m north thereof	Anytime
Duke Street	West	Elizabeth to 14m south thereof	Anytime
Duke Street	West	105m north of Alice to 7m north thereof	Anytime
Duke Street	West	78m south of Elizabeth to 29m south thereof	Anytime
Duke Street	West	Alice to 27m north thereof	Anytime
Dunhill Crescent	North	Imperial Road North (south intersection) to 121 metres east thereof	Anytime
Dunhill Crescent	East	131 metres east of Imperial Road North (south intersection) to 194 metres north thereof	Anytime
Dunhill Crescent	North	Imperial Road North (north intersection) to 45 metres east thereof	Anytime

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Dunhill Crescent	South	28 metres east of Imperial Road North (north intersection) to 19 metres east thereof	Anytime
Durham Street	South	Yorkshire to Dublin	Anytime
Earl Street	North	Woolwich to Dufferin	Anytime
Earl Street	South	Woolwich to 34m east thereof	Anytime
Eastview Road	Both	61m east of Victoria to the east City limit	2 am - 6 pm
Eastview Road	Both	Victoria to 61m east thereof	Anytime
Eastview Road	South	Watt Street to 30m east thereof	Anytime
Eastview Road	South	Auden Road to 25m east thereof	Anytime
Eden Street	Both	Silvercreek to westerly limit	Anytime
Edgehill Drive	Both	Division to the southerly limit	8am - 6pm, Mon.- Fri.
Edgehill Drive	East	30m north of Division to 15m south of Highview Place	8am - 6pm, Mon.- Fri.
Edgehill Drive	East	Division to 30m north thereof	Anytime
Edgehill Drive	West	Division to 15m north of Highview	Anytime
Edinburgh Road	Both	Woodlawn to southerly limit	Anytime
Edwin Street	North	Woolwich to Dublin	Anytime
Elizabeth Street	Both	York to Suburban	Anytime
Elizabeth Street	North	Duke to Arthur	Anytime
Elizabeth Street	North	Stevenson to Victoria	Anytime
Elizabeth Street	South	Arthur to Victoria	Anytime
Elmira Road	Both	Fife Road to Willow Road	Anytime
Elmira Road North	Both	North City limits to Flaherty Drive	Anytime
Elmira Road North	East	Willow Road to 115m north thereof	Anytime
Elmira Road North	West	Flaherty Drive to Willow Road	Anytime
Elora Street	North	Yorkshire to Harrison	Anytime
Elora Street	South	91m west of Yorkshire to Harrison	Anytime
Emma Street	North	Delhi Street to westerly limit	Anytime
Emma Street	South	Metcalf Street to Marlborough Road	Anytime
Emma Street	South	Stevenson Street North to Renfield Street	Anytime
Emma Street	North	East of Delhi Street to 28m east thereof	Anytime
Emslie Street	North	Yorkshire Street to 18.0m west thereof	Anytime
Emslie Street	South	Yorkshire Street South to McGee Street	Anytime
Eramosa Road	East	13.6 m north of Mitchell Street to northerly City limits	Anytime
Eramosa Road	East	Woolwich Street to 39 m south of Mitchell Street	Anytime
Eramosa Road	West	19 m north of Mitchell Street to northerly City limits	Anytime
Eramosa Road	West	Woolwich Street to 57 m south of Mitchell Street	Anytime
Erin Avenue	Both	Lane to westerly limit	Anytime

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Essex Street	South	Waterloo Avenue to 111m east of Dublin Street North	Anytime
Essex Street	North	Waterloo Avenue to 31.9m west thereof	Anytime
Evergreen Drive	Both	Monticello to Stone	8am-6pm, Mon. - Fri.
Exhibition	East	Speedvale to Division	Anytime
Exhibition	West	161m north of Division to Speedvale	Anytime
Exhibition	West	Division Street to 37m north thereof	Anytime
Exhibition	West	Division to London	Anytime
Exhibition Street	East	Clark to 25m north of Powell	Anytime
Exhibition Street	East	Powell to 22m south thereof	Anytime
Extra Street	North	Woolwich to Central	Anytime
Fair Road	Both	Silvercreek Pkwy to Arrow Road	Anytime
Fairview Blvd	North	Gordon to Mary	Anytime
Farley Drive	Both	32m west of Beaver Meadow Drive to 24m east of Beaver Meadow Drive	Anytime
Farley Drive	East	Porter Drive to 26m south thereof	Anytime
Farquhar Street	Both	Freshfield to 12m east thereof	Anytime
Farquhar Street	Both	Gordon to Freshfield	Anytime
Farquhar Street	South	48 east of Wyndham to easterly limit (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Farquhar Street	North	Wyndham to 126m west thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Farquhar Street	North	Wyndham to easterly limit	Anytime
Farquhar Street	South	111m east of Wyndham to 24m east thereof	Anytime
Farquhar Street	South	Wyndham to 129m west thereof (Authorized Vehicle Excmpt)	Anytime
Farquhar Street	South	Wyndham to 56m east thereof	Anytime
Fergus Street	East	Waterloo Avenue to Galt	Anytime
Fergus Street	West	Galt Street to 21m north thereof	Anytime
Ferguson Street	Both	Morris to Stevenson	Anytime
Ferguson Street	North	40m west of Morris Street to 18m west thereof	Anytime
Ferguson Street	South	Morris to 57m west thereof	Anytime
Ferndale Avenue	South	75m east of Blackbird Crescent to 46m east thereof	Anytime
Fife Road	North	Wellington Street West to west City limits	Anytime
Fife Road	South	Wellington Street West to Elmira Road South	Anytime
Fife Road	South	Whitelaw Road to 81m west thereof	Anytime
Fischer Drive	Both	Paisley Road to the easterly limit	Anytime
Flanders Road	North	39m east of Bishop to 71m west thereof	Anytime
Flanders Road	South	20m west of Bishop to 66m east thereof	Anytime
Forbes Avenue	North	Gordon to Mary	Anytime
Forbes Avenue	South	Fairview Blvd. To 35m west thereof	Anytime

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Foster Avenue	Both	Yorkshire to Edinburgh	Anytime
Fountain Street	North	61m west of Wyndham to 44m west thereof	Anytime
Fountain Street	North	Dublin to 18.6m east thereof	Anytime
Fountain Street	North	Wyndham Street to 93m east thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Fountain Street	North	Freshfield to 40m east thereof (Authorized Vehicles Exempt)	Anytime
Fountain Street	South	Gordon to Grant	Anytime
Frederick Drive	North	Baxter to 15m east of Waterford	Anytime
Frederick Drive	South	Baxter to 15m east of Oldfield	Anytime
Freshfield Street	West	9m north of Fountain to 17m north thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Freshfield Street	West	39m north of Fountain to 18m north thereof	Anytime
Freshfield Street	West	57m north of Fountain to 17m north thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Freshfield Street	West	74m north of Fountain to the most northerly limit	Anytime
Freshmeadow Way	North	Stephanie Drive to 21m west thereof	Anytime
Freshmeadow Way	South	Stephanie Drive to 20m west thereof	Anytime
Freshmeadow Way	Both	Elmira Road to 18m west thereof	Anytime
Freshmeadow Way	South	68m west of Elmira Road South (north intersection) to 34m west thereof	Anytime
Galt Street	Both	Fergus to Edinburgh	Anytime
Galt Street	North	57m east of Fergus Street to 26m east thereof	7am-6pm, Mon. –Fri.
Galt Street	South	Fergus to 76m east thereof	Anytime
Galt Street	South	Edinburgh Road South to Meadowview Avenue	Anytime
Garth Street	South	Yorkshire to Glasgow	Anytime
Gateway Drive	East	45m south of Queensdale to 24m north of Queensdale	Anytime
Gateway Drive	East	Queensdale to 45.7m south thereof	Anytime
Gaw Crescent	East	107m north of Periwinkle Way (south intersection) to 20m east thereof	Anytime
Gaw Crescent	West	107m north of Periwinkle Way (north intersection) to 20m west thereof	Anytime
George Street	North	Dufferin to 42m east thereof	Anytime Nov 1-Mar 31
George Street	South	Dufferin to 20m east of the C.P.R. right-of-way	Anytime
Ginger Court	North	52m east of Edinburgh Road South to 32m east thereof	Anytime
Glasgow Street	East	19m north of Paisley to 35m north thereof	Anytime Mon. - Sat.
Glasgow Street	East	Cambridge to 28m south thereof	Anytime

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Glasgow Street	East	London to 30m south of Suffolk	Anytime
Glasgow Street	East	Paisley to 19m north thereof	Anytime
Glasgow Street	East	Paisley to 21m south thereof	Anytime
Glasgow Street	West	London Road West to 42m south thereof	Anytime
Glasgow Street	West	Waterloo Avenue to 30m north of Suffolk Street West	Anytime
Glasgow Street	West	Waterloo Avenue to Fountain Street	Anytime
Glenhill Place	East	Eramosa Road to 42m north thereof	Anytime Nov 1-Mar 31
Glenhill Place	West	Eramosa Road to 57m north thereof	Anytime Nov 1-Mar 31
Goldie Avenue	East	Paisley Road to 25m south thereof	Anytime
Goldie Avenue	West	Paisley Road to 21m south thereof	Anytime
Goodwin Drive	South	200m east of Farley Drive to 30m east thereof	Anytime
Goodwin Drive	South	Farley Drive to 95m east thereof	Anytime
Goodwin Drive	North	Farley Drive to Beaver Meadow Drive	Anytime
Goodwin Drive	South	22m west of Lynch Circle (west intersection) to 35m west thereof	Anytime
Goodwin Drive	North	Tolton Drive to 62m west thereof	Anytime
Goodwin Drive	South	Tolton Drive to 77m west thereof	Anytime
Gordon Street	West	Clair to Nottingham	Anytime
Gordon Street	West	Waterloo Avenue to 45m south thereof	Anytime
Gordon Street	Both	Clair Road to Maltby Road	Anytime
Governors Road	Both	Woodlawn Road to Malcolm Road	Anytime
Grandridge Crescent	East	116m north of Stephen Drive to 27m north thereof (south leg)	Anytime
Grandridge Crescent	East	116m north of Stephen Drive to 27m west thereof (north leg)	Anytime
Grange Road	South	Cityview Drive to Breesegarden Lane	Anytime
Grange Road	South	Victoria Road to 307m east thereof	Anytime
Grange Street	Both	Regent to Arthur	Anytime
Grange Street	Both	Regent to Stuart	Anytime
Grange Street	North	Hardy Street to Victoria Avenue	Anytime
Grange Street	North	Stevenson to 122m east thereof	Anytime
Grange Street	South	Hardy to a point 100m west thereof	Anytime
Grange Street	South	Stevenson to Stuart	Anytime
Green Street	North	Dublin to westerly limit	Anytime
Green Street	North	Norfolk to 37m west	9am-4pm, Mon-Fri, Exempting authorized funeral procession vehicles only
Green Street	South	Norfolk to Dublin	Anytime
Grey Oak Drive	North	Colonial Drive to 25m west thereof	Anytime
Grove Street	Both	Regent to 137m east thereof	Anytime

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Grove Street	North	253m east of Metcalfe Street to 213m west of Stevenson Street	Anytime
Grove Street	North	Metcalfe to 18m west thereof	Anytime
Grove Street	North	Stevenson to 49m west thereof	Anytime
Grove Street	South	Regent to Stevenson	Anytime
Guelph Street	East	Suffolk Street to 31m south thereof	Anytime
Guelph Street	West	Paisley to 274m north thereof	Anytime
Guelph Street	West	Western to Willow	Anytime
Hadati Road	Both	88m east of Victoria to 112m east thereof	Anytime
Hadati Road	East	52m south of Upton to 27m South thereof	Anytime
Hadati Road	East	Upton to 53m south thereof	Anytime
Hadati Road	South	Cassino to 100m south thereof	Anytime
Hadati Road	West	Upton to 58m south thereof	Anytime
Hagan Avenue	East	55 metres south of Trailbrook Lane to 25 metres south thereof	Anytime
Hales Crescent	South	Moore Avenue to the northerly intersection of Borden Street	Anytime
Hales Crescent	South	Borden Street to 31m east thereof	Anytime
Hales Crescent	West	Northerly intersection of Borden Street to southerly intersection of Borden Street	Anytime
Hall Avenue	East	190m west of Dominion Drive to 129m south thereof	Anytime
Hall Avenue	West	141m north of Duck Lane to 40m north thereof	Anytime
Hall Avenue	Both	Goodwin Drive to 215m north thereof	Anytime
Hands Drive	South	Gordon Street to Latenda Place	Anytime
Hands Drive	North	Hands Drive to 15m west thereof	Anytime
Hands Drive	West	Hands Drive to 15m north thereof	Anytime
Hanlon Road	Both	Clair Road to northerly limit	Anytime
Hanlon Road	Both	Southgate Drive to northerly limit	Anytime
Harris Street	West	York Road to 34m north thereof	Anytime
Harrison Avenue	East	Elora to Paisley	Anytime
Harrison Avenue	East	Foster to Robinson	Anytime
Harrison Avenue	West	Robinson to Elora	Anytime
Harvard Road	Both	Youngman to 19m north thereof	Anytime
Harvard Road	East	Youngman Drive to 53m South thereof	Anytime
Harvard Road	North	Gordon to 380m west thereof	Anytime
Harvard Road	South	Gordon Street to Youngman Drive	Anytime
Hasler Crescent (west leg)	East	179m north of Bard Boulevard to 25m east thereof	Anytime
Hasler Crescent (east leg)	West	168m north of Bard Boulevard to 26m west thereof	Anytime
Hastings Boulevard	North	102m east of Mountford Drive to 25m east thereof	Anytime
Havelock Street	East	Derry to Spring	Anytime

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Havelock Street	West	Derry to Spring	8am-6pm, Mon. - Fri.
Hayes Avenue	East	York Road to the southerly limit	Anytime
Hayes Avenue	West	30m each side of the loading dock at 24 Hayes Avenue	Anytime
Hayward Crescent	South	Clairfields Drive West (north intersection) to 155 metres west thereof	Anytime
Hayward Crescent	North	Clairfields Drive West (south intersection) to 155 metres west thereof	Anytime
Hearn Avenue	West	Waterloo Avenue to Inkerman	Anytime
Heffernan Street	Both	Woolwich to C.P.R. track	Anytime
Heritage Drive	South	Gordon Street to 27m west thereof	Anytime
Hewitt Lane	South	Paisley Road to Paisley Road	Anytime
Hickory Street	West	75m north of Oak Street to 38m west thereof	Anytime
Hill Trail	East	85m north of Grange Road to 30m north thereof	Anytime
Hill Trail	South	Esker Run to Esker Run	Anytime
Hillcrest Drive	South	easterly limit to 30 m west thereof	Anytime
Hillcrest Drive	West	Grange Street to southerly limit	Anytime
Hillsdon Place	West	Chillico Drive to 40m north thereof	Anytime
Hodgson Drive	North	Goodwin Drive to Samuel Drive	Anytime
Holland Crescent	North	East of Summerfield Drive (south leg) to 21m east thereof	Anytime
Home Street	South	Yorkshire to North	Anytime
Hood Street	Both	York to southerly limit	Anytime
Hooper Street	East	188m south of York to its southerly limit	Anytime
Hooper Street	West	York to southerly limit	Anytime
Hosking Place	Both	Scottsdale Drive to 20m west thereof	Anytime
Howden Crescent	West	Bard Street to Bard Street	Anytime
Howitt Street	North	Wyndham to Margaret	Anytime
Howitt Street	South	Neeve to Margaret	Anytime
Huron Street	East	Ontario to 122m north thereof	Anytime
Huron Street	West	118m north of Alice to Elizabeth	Anytime
Huron Street	West	Alice Street to 18m north thereof	Anytime
Huron Street	West	Ontario Street to 90m north thereof	Anytime
Imperial Road	Both	Wellington Street to northerly limits	Anytime
Independence Place	Both	Elmira Road North to westerly limit	Anytime
Industrial Street	West	York Road to Elizabeth Street	Anytime
Inverness Drive	East	Woodlawn Road East to Islington Avenue	Anytime
Ironwood Road	North	Edinburgh Road South to Scottsdale Drive	Anytime
Ironwood Road	South	115m east of Scottsdale Drive to 64m east thereof	Anytime
James Street East	North	Gordon Street to easterly limit	Anytime
James Street West	South	Gordon Street to Mary Street	Anytime

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Janefield Avenue	East	177m south of Mason Court to 34m south thereof	Anytime
Janefield Avenue	East	318m south of Mason Court to 32m south thereof	Anytime
Janefield Avenue	East	College Avenue to 208 m south thereof	Anytime
Janefield Avenue	North	18m west of Torch Lane to 86m east of Torch Lane	Anytime
Janefield Avenue	North	Scottsdale Drive to 30m west thereof	Anytime
Janefield Avenue	West	College Avenue West to Mason Court	Anytime
Janefield Avenue	West	206m south of College Avenue West to 232m south thereof	Anytime
Janefield Avenue	South	Scottsdale Drive to 28m west of Torch Lane	Anytime
Jeffrey Drive	North	Starwood Drive to Summit Ridge Drive	Anytime
John Street	North	Dufferin Street to the easterly limit	Anytime
John Brabson Crescent	East, north and West	MacAlister Boulevard to MacAlister Boulevard	Anytime
John Brabson Crescent (east leg)	East	90m north of MacAlister Boulevard to 25m east thereof	Anytime
John Brabson Crescent (east leg)	West	85m north of MacAlister Boulevard to 30m west thereof	Anytime
Johnston Street	Both	Alice Street to 109m south thereof	7:00am-6:00pm Mon-Fri
June Avenue	North	87m east of Strathmere Street to 90m east thereof	Anytime
June Avenue	South	131m east of Strathmere Street to 30m east thereof	Anytime
Kathleen Street	Both	15m north of June to 30m south thereof	Anytime
Kathleen Street	Both	22m north of Freeman Avenue to 23m south of Freeman Avenue	Anytime
Kathleen Street	East	Barton Street to 62m south thereof	Anytime
Kathleen Street	East	Division to 30m north thereof	Anytime
Kathleen Street	East	London to Division	Anytime
Kathleen Street	East	St Andrew to 19m south thereof	Anytime
Kathleen Street	West	62m south of Division to 27m south thereof	Anytime
Kathleen Street	West	Division to 30m south thereof	Anytime
Kathleen Street	West	Division to Speedvale	Anytime
Kathleen Street	West	Division to London	Anytime
Kay Crescent	East	Poppy Drive East to Dallan Drive	Anytime
Kearney St	East	Lee St to 25m north thereof	Anytime
Kearney St	West	Lee St to 30m north thereof	Anytime
Kensington	South	Stevenson to 61m east thereof	8am - 6pm Mon-Fri
Kensington Street	Both	152m north of Cathcart to 30m north thereof	Anytime
Kensington Street	North	Stevenson to 98m east thereof	Anytime

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Kensington Street	South	61m east of Stevenson to 30m east thereof	Anytime
Kent Street	South	Glasgow Street South to Dublin Street South	7am to 9am, Tuesdays
Kent Street	Both	Glasgow Street North to Dublin Street North	Anytime
Kent Street	South	Glasgow Street South to Dublin Street South	Anytime, Dec 1 – Mar 31
Kent Street	North	Glasgow Street South to Dublin Street South	Anytime
Kent Street	Both	Dublin Street South to easterly limit	Anytime
Kent Street	South	Dublin Street North to easterly limit	Anytime
Kerr Street	Both	Woolwich to Dufferin	Anytime
Keys Crescent	East	Clairfields Drive (east intersection) to 105 metres north thereof	Anytime
Keys Crescent	South	60 metres north of Clairfields Drive (east intersection) to Clairfields Drive (west intersection)	Anytime
King Edward Place	Both	Dublin to the westerly limit	Anytime
King Street	East	Eramosa to Arthur	Anytime
King Street	West	Eramosa to 30m south thereof	Anytime
King Street	West	Eramosa to Spring	Anytime
King Street	East	15m north of Norwich Street to 3m north thereof	Anytime
Kingsmill	West	Laneway Reg. Plans #340, 351, 353, 354 to southerly limit	Anytime
Kingsmill Avenue	East	York to 64m north thereof	Anytime
Kingsmill Avenue	East	York to laneway Reg. Plans #340, 351, 353 & 354	Anytime
Kipling Avenue	North	Imperial Road North to 68m west thereof	Anytime
Kipling Avenue	South	Imperial Road North to 25m west thereof	Anytime
Kirby Court	Both	Laird Road to easterly limit	Anytime
Kirkland Street	East	Suffolk to London	Anytime
Kortright Road West	North	Hanlon Expressway to Gordon Street	Anytime
Kortright Road West	South	Hanlon Expressway to Gordon Street	Anytime
Laird Road	Both	Hanlon Parkway to Clair Road	Anytime
Landsdown Drive	North	Gordon Street to 70 metres east thereof	Anytime
Landsdown Drive	South	Gordon Street to 94 metres east thereof	Anytime
Landsdown Drive	East	Valley Road to 300 metres north thereof	Anytime
Lane Street	East	Ryan to Rosedale	Anytime
Lane Street	West	Cassino to Stevenson	Anytime
Laneway	Both	Gordon to Freshfield	Anytime
Latenda Place	East	Hands Drive to 140 metres south thereof	Anytime
Laughland Lane	East	60m south of Goodwin Drive to 30m south thereof	Anytime

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Laughland Lane	North	Goodwin Drive to Goodwin Drive	Anytime
Laverne Avenue	Both	Meyer to Callander	8 am-6 pm, Mon.-Fri.
Law Drive	East	Fleming Road to Pettitt Drive	Anytime
Law Drive	East	Pettitt Drive to Skinner Drive (north intersection)	Anytime
Law Drive	West	Skinner Drive (north intersection) to Swan Drive	Antime
Law Drive	South	70 metres east of Skinner Drive (south intersection) to Swan Drive	Anytime
Lawrence Avenue	West	23m south of York Road to 17m south thereof	Anytime
Lawrence Avenue	West	York to 30m south thereof	Anytime
Leacock Avenue	North	Auden to Hadati	Anytime
Lee St	North	30m west of Kearney St to 30m east of Kearney St	Anytime
Lee St	South	20m west of Kearney St to 30m east of Kearney St	Anytime
Lee St	North	Cityview Dr to 30m east thereof	Anytime
Lee St	South	Cityview Dr to 30m east thereof	Anytime
Lemon Street	North	Queen to 36m east thereof	Anytime
Lemon Street	Both	Metcalf Street to 22m east thereof	Anytime
Lemon Street	North	Metcalf Street to 20m west thereof	Anytime
Lemon Street	South	Metcalf Street to 27m west thereof	Anytime
Lemon Street	North	St. Catharine Street to 15m east thereof	Anytime
Lewis Road	Both	Speedvale to northerly limit	Anytime
Lincoln Crescent	Both	Laverne to Meyer	8 am - 6 pm
Linke Place	North/East	Davis Street to Acker Street	Anytime
Liverpool Street	North	Glasgow to Yorkshire	Anytime
Liverpool Street	North	Norfolk to Glasgow	Anytime
Liverpool Street	South	Yorkshire to Edinburgh	Anytime
Liverpool Street	South	Dublin Street North to 20m east thereof	Anytime
Lobsinger Lane	North	Dallan Drive to Burcombe Crossing	Anytime
London Road	Both	Edinburgh to Bagot	Anytime
London Road	North	30m west of Exhibition to Edinburgh	Anytime
London Road	North	Cardigan to Woolwich	Anytime
London Road	North	Woolwich to 34m east of Exhibition	Anytime
London Road	South	16m west of Dufferin to Woolwich	Anytime
London Road	South	30m west of Exhibition to Edinburgh	Anytime
London Road	South	Dufferin to Cardigan	Anytime
London Road	South	Woolwich to 37m east of Exhibition	Anytime
Lorna Drive	South	Hands Drive to 50m east thereof	Anytime
Lovett Lane	North	209m west of Carrington Drive to 50m north thereof	Anytime

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Lovett Lane	West	121m north of Ryder Avenue (east leg) to 50m north thereof	Anytime
Lovett Lane	East	113m north of Ryder Avenue (west leg) to 50m north thereof	Anytime
Lovett Lane	West	Rodgers Road to Ryder Avenue (east leg)	Anytime
Lovett Lane	South	Carrington Drive to Rodgers Road	Anytime
Lyon Avenue	West	London to Campion	Anytime
Mac Avenue	North	Woolwich to easterly limit	Anytime
MacAlister Boulevard	East, south and west	Ambrous Crescent (north leg) to Ambrous Crescent	Anytime
Macdonell Street	North	31.5m east of Wyndham to 9m east thereof	Anytime
MacAlister Boulevard	West	Ambrous Crescent (south leg) to 210m south thereof	Anytime
Macdonell Street	North	83.7m east of Wyndham to 9m east thereof	Anytime
Macdonell Street	North	Arthur to Woolwich	Anytime
Macdonell Street	North	Woolwich Street to 46m west thereof	Anytime
Macdonell Street	North	62m west of Woolwich Street to 115m west thereof	Anytime
Macdonell Street	South	Carden to Arthur	Anytime
Macdonell Street	South	Norfolk to Wilson	Anytime
Malcolm Road	Both	Elmira to westerly limit	Anytime
Manhattan Court	Both	Speedvale to southerly limit	8 am-6 pm, Mon.-Fri.
Manitoba Street	North	Huron to 30m west thereof	Anytime
Manitoba Street	South	Huron to Ontario	Anytime
Maple Street	East	Water Street to 27m south thereof	Anytime
Maple Street	West	Water Street to 27m south thereof	Anytime
Marcon Street	Both	Cardigan to Dufferin	Anytime
Marilyn Drive	South	Woolwich Street to easterly limit	Anytime
Marksam Road	Both	Speedvale Avenue West to Sanderson Drive	Anytime
Marksam Road	East	67m south of Willow Road to 48m west thereof	Anytime
Marksam Road	West	Willow Road to 126m west thereof	Anytime
Marlborough Road	East	Emma Street to Speedvale Avenue East	Anytime, Except Friday 1pm-3pm, Nov.1-Mar.31
Martin Avenue	East	James to Forbes	Anytime
Mary Street	North	Caledonia to 60m south thereof	Anytime
Mary Street	West	Forbes Avenue to 30m south thereof	Anytime
Mason Court	Both	Southerly limit to 46m north thereof	Anytime
Massey Road	North	300 m east of Elmira Road to 300m west of Elmira Road	8:00am -6:00pm
Massey Road	North	300m west of Elmira Road to the westerly limit	Anytime
Massey Road	North	Lewis Road to 300m east of Elmira Road	Anytime

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Massey Road	South	Lewis Road to westerly limit	Anytime
Maude Lane	South	Severn Drive to Davis Street	Anytime
Mayfield Avenue	Both	Monticello to Colborn	8am-6pm Mon - Fri
McArthur Street	East	70m north of Goodwin Drive to 72m west thereof	Anytime
McArthur Street	South	128m east of Beaver Meadow Drive to 46m east thereof	Anytime
McCall Crescent	South	Woodycrest Drive to 48 metres east thereof	Anytime
McCann Drive	North	182m west of Zaduk Place to 90m west thereof	Anytime
McCrae Blvd	Both	Water Street to Gow Bridge	Anytime
McElderry Road	North	50m east of McElderry to 33m east thereof	Anytime
McElderry Road	South	44m east of McElderry to 39m east thereof	Anytime
McElderry Road	East	42m north of Crowe Street to 50m north thereof	Anytime
McGarr Court	Both	100m east of Beaver Meadow Drive to easterly limit	7am-1pm, Fri.
McGarr Drive	East	Clairfields Drive E to 25m south thereof	Anytime
McGee Street	West	Bristol to Waterloo	Anytime
McIllwraith Crescent	North	56m west of Mountford to 30m west and north thereof	Anytime
McIntyre Court	North	Dallan Drive to 175m east thereof	Anytime
McNulty Lane (west leg)	East	69m south of Summerfield Drive to 33m east thereof	Anytime
McNulty Lane (east leg)	West	106m south of Summerfield Drive to 27m west thereof	
McTague Street	North	Woolwich to 23m west thereof	Anytime
McTague Street	South	Exhibition Street to Woolwich Street	Anytime
McTague Street	South	Woolwich to Exhibition	Anytime
Meadowview Avenue	East	Waterloo Avenue to Allan Avenue	Anytime
Meldrum Street	North	Woolwich to easterly limit	Anytime
Menzie Avenue	East	York Road to Florence Lane	Anytime
Menzie Avenue	West	Florence Lane to the southerly limit	Anytime
Merion Street	North	Bagot to Edinburgh	Anytime
Metcalfe Street	East	Pleasant Road to 45m south thereof	Anytime
Metcalfe Street	West	109m south of Pleasant Road to 25m south thereof	Anytime
Metcalfe Street	West	140m south of Pleasant Road to 17m south thereof	Anytime
Metcalfe Street	West	34m north of Emma Street to 32m south of Emma Street	Anytime
Metcalfe Street	West	Pleasant Road to 36m south thereof	Anytime
Metcalfe Street	Both	Lemon Street to 22m north thereof	Anytime
Metcalfe Street	West	Lemon Street to 34m south thereof	Anytime

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Metcalfe Street	East	Lemon Street to 30m south thereof	Anytime
Metcalfe Street	East	North of Gladstone Avenue to 19m north thereof	Anytime
Metcalfe Street	West	North of Emma Street to 30m north thereof	Anytime
Meyer Drive	Both	Ottawa Crescent to 17m west thereof	Anytime
Meyer Drive	North	Eramosa Road to 17m west of Ottawa Crescent	8 am-6 pm, Mon.-Fri.
Meyer Drive	South	Eramosa Road to Ottawa Crescent	Anytime
Michener Road	Both	Woodlawn to Malcolm	Anytime
Michener Road	East	Woodlawn to Massey	Anytime
Michener Road	West	Woodlawn to 86m north of Massey	Anytime
Milson Crescent (west leg)	West	Teal Drive to 22m north thereof	Anytime
Minto Road	Both	Michener to westerly limit	Anytime
Mitchell Street	East	Eramosa to Norwich	Anytime
Mitchell Street	West	Eramosa to Norwich	8 am - 6 pm Mon. - Fri
Moffat Lane	West	58m south of Doyle Drive (east leg) to 30m south thereof	Anytime
Moffat Lane	East	62m south of Doyle Drive (west leg) to 25m south thereof	Anytime
Monarch Road	Both	Southerly limit to the northerly limit	Anytime
Mont Street	North	Woolwich to Exhibition	Anytime
Mont Street	South	29m west of Woolwich to 32m west thereof	Anytime
Monticello Crescent	Both	Gordon to Mayfield	8 am-6 pm, Mon.-Fri.
Monticello Crescent	Both	Mayfield to Stone	8 am-6 pm, Mon.-Fri.
Moore Avenue	Both	Caledonia to Hales	8 am-6 pm, Mon.-Fri.
Morris Street	West	York Road to Beverley Street	Anytime
Moss Place	East	58m north of Sidney Crescent to 35m north thereof	Anytime
Mountford Drive	North	200m east of Hadati to 70m east thereof	Anytime
Mountford Drive	North	McIlwraith Crescent (south) to 9m east of Conrad Court	Anytime
Mountford Drive	South	118m east of Conrad Court to 22m east thereof	Anytime
Mullin Drive	North	150 m west of Atto Drive to 30 m west thereof	Anytime
Mullin Drive	South/West	Atto Drive to Norma Crescent	Anytime
Municipal Street	North	Edinburgh to 88m west of Denver	Anytime
Municipal Street	South	Edinburgh to Denver	Anytime
Mussen Street	South	110m east of Victoria Road North to 23m east thereof	Anytime
Neeve Street	East	York to Fountain	Anytime
Neeve Street	West	15m north of Wellington to Howitt	Anytime
New Street	South	Arthur to Queen	Anytime

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Nicklin Road	West	94m north of Burns Drive to 195m north thereof	Anytime
Niska Road	Both	Bailey Bridge to 30m east thereof	Anytime
Niska Road	Both	Downey Road to Niska Road Bridge	Anytime
Niska Road	Both	Downey Road to westerly limit	Anytime
Norfolk Street	East	Waterloo Avenue to Church Lane	Anytime
Norfolk Street	East	15m south of Suffolk Street to 9m south thereof	Anytime
Norfolk Street	West	22m south of Cork Street to 22m north of Macdonell Street	15 minute maximum (except Authorized vehicles only) 8am – 6pm
Norfolk Street	West	Green Street to 22m south of Cork Street	Anytime
Norfolk Street	West	Macdonell Street to Waterloo Avenue	Anytime
North Street	West	London Road East to Home Street	Anytime
North Street	East	63m north of Suffolk Street West to 88m north thereof	Anytime
North Street	Both	Suffolk Street West to 34m north thereof	Anytime
North Street	West	51m north of Suffolk Street West to 84m north thereof	Anytime
Northumberland Street	Both	Wilson Street to Norfolk Street	Anytime
Northumberland Street	North	Dublin Street to Yorkshire Street	Anytime
Northumberland Street	South	19.5m east of Dublin Street North to Kent Street	Anytime
Northumberland Street	North	Dublin Street North to Kent Street	Anytime
Norton Drive	East	Grange Road to Shackleton Drive	Anytime
Norton Drive	West	158m north of Severn Drive to 30m north thereof	Anytime
Norwich Street	North	132m west of Cardigan Street to Dublin Street	Anytime
Norwich Street	North	Mitchell Street to 45m west of Cardigan Street	Anytime
Norwich Street East	South	Arthur Street North to King Street	Anytime
Norwich Street East	South	Woolwich Street to Cardigan Street	Anytime
Nottingham Street	South	Gordon Street to 56m west thereof	Anytime
Old Stone Court	Both	Monticello Crescent to westerly limit	8:00 a.m. to 6:00 p.m. Mon. - Fri.
Oliver Street	South	Arthur Street South to Huron Street	Anytime
Ontario Street	North	York Road to Neeve Street	Anytime
Oriole Crescent	Both	Edinburgh Road South to 46m west thereof	Anytime

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Ottawa Crecent	North	15m east of Callander Drive to 32m west of Calgary Avenue	Anytime
Ottawa Crecent	West	23m north of Meyer Drive to 22m south of Meyer Drive	Anytime
Ottawa Crescent	South	30m east of Calgary Avenue to 73m west thereof	Anytime
Oxford Street	North	48m west of Dublin Street to 17m west thereof	Anytime Nov 1-Mar 31
Oxford Street	North	Glasgow Street to Yorkshire Street	Anytime
Oxford Street	North	Norfolk Street to 37m west thereof	Anytime
Oxford Street	South	25m east of Yorkshire Street to 28m east thereof	8 am-6 pm Mon. - Fri.
Oxford Street	South	Norfolk Street to Glasgow Street	Anytime
Paisley Road	Both	Hanlon Expressway to westerly limit	Anytime
Paisley Road	North	Edinburgh to Hanlon	Anytime
Paisley Road	South	67m east of Alma to 67m west of Alma	Anytime
Paisley Road	South	Edinburgh to 80m west thereof	Anytime
Paisley Road	South	Hanlon to Silvercreek	Anytime
Paisley Road	South	Silvercreek Parkway North to 67m West of Alma Street	Anytime except Sundays 8am-2pm and Christmas Day, New Years Day, Ash Wednesday, Good Friday and Easter Day
Paisley Street	North	Dublin Street to Edinburgh Road North	Anytime
Paisley Street	South	Norfolk Street to Edinburgh Road North	Anytime
Palmer Street	North	20m west of Jane Street to 35m east thereof	Anytime
Palmer Street	North	King Street to Queen Street	Anytime
Palmer Street	North	Queen Street to Stuart Street	Anytime
Palmer Street	South	76m east of King Street to 29m east thereof	Anytime
Palmer Street	South	King Street to 26m east thereof	Anytime
Palmer Street	South	Arthur Street North to King Street	Anytime
Palmer Street	South	Queen Street to Stevenson Street North	Anytime
Park Avenue	East	London Road West to Suffolk Street West	Anytime
Park Lane	Both	Baker Street to southerly limit	Anytime
Parkholme Avenue	North	Jackson Street to 21m west thereof	Anytime
Parkholme Avenue	South	Metcalf Street to Jackson Street	Anytime
Paulstown Crescent	East	Clairfields Drive West (west intersection) to 68 metres south thereof	Anytime
Paulstown Crescent	East	143 metres south of Clairfields Drive West (west intersection) to 30 metres south thereof	Anytime
Paulstown Crescent	West/south	75 metres south of Clairfields Drive West (west intersection) to 165 metres south thereof	Anytime

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Paulstown Crescent	West/south	Clairfields Drive West (east intersection) to 170 metres south thereof	Anytime
Pearl Street	South	King Street to Arthur Street North	Anytime
Pearson Street	East	Goodwin Drive to Wilkie Crescent	Anytime
Pettitt Drive	North	Frasson Drive to Law Drive	Anytime
Pine Ridge Drive	South	Lowes Road to 91m west of Oakridge Crescent	Anytime
Pinetree Drive	North	9m west of Crossingham Drive to 84m east thereof	Anytime
Pipe Street	North	Dufferin Street to easterly limit	Anytime
Plymouth Court	North	Alma Street North to 100m east thereof	Anytime
Poppy Drive	Both	141m south of Clair Road West to southerly limit	Anytime
Poppy Drive East	North	Dallan Drive to 334m west thereof	Anytime
Porter Court	Both	36m north of Evans Drive to northerly limit	7am-1pm, Fri.
Powell Street	North	Dufferin Street to 18m east of Exhibition Street	Anytime
Powell Street	South	67m east of Woolwich Street to 46m west of Woolwich Street	Anytime
Powell Street	South	Central Street to Exhibition Street	Anytime
Preston Street	North	76m east of Yorkshire Street to 30m west of Glasgow	Anytime
Preston Street	South	Edinburgh Road to Glasgow Street	Anytime
Price Street	South	Atto Drive to Carere Crescent	Anytime
Prospect Avenue	West	Grange Street to 27m south thereof	Anytime
Quebec Street	North	Baker Street to Yarmouth Street	Anytime
Quebec Street	South	Norfolk Street to 14m east thereof	Anytime
Queen Street	East	Arthur Street North to Derry Street	Anytime
Queen Street	West	57m north of Palmer Street to 15m south of Palmer Street	Anytime
Queen Street	West	Arthur Street to Grange Street	Anytime
Raspberry Lane	East	64m west of MacKay Street to 21m west thereof	Anytime
Ray Crescent	West	63m east of Dominion Drive to 42m east thereof	Anytime
Raymond Street	North	54m south of Bristol Street to 35m south and east thereof	Anytime
Raymond Street	South	Wellington Street to Bristol Street	Anytime
Regal Road	Both	Woodlawn Road West to northerly limit	Anytime
Regent Street	Both	Grange Street to Rose Street (lower)	Anytime
Regent Street	Both	Grange Street to Rose Street (upper)	Anytime
Revell Drive	South	62m east of Vaughan Street (south leg) to 32m east thereof	Anytime
Revell Drive	West	153m south of Vaughan Street (north leg) to 59m south thereof	Anytime

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Revell Drive	South	Vaughan Street (south intersection) to 63 metres east thereof	Anytime
Revell Drive	West	Vaughan Street (north intersection) to 58 metres east of Vaughan Street (south intersection)	Anytime
Rhonda Road	West	Willow Road to Westwood Road	Anytime
Richardson Street	North	Neeve Street to westerly limit	Anytime
Rickson Avenue	East	4m south of McElderry Road to 37m north thereof	Anytime
Rickson Avenue	East	73m north of Columbus to 213m south thereof	8am-6pm, Mon.-Fri.
Rickson Avenue	West	107m north of Keats to 212m south thereof	8am-6pm, Mon.-Fri.
Rickson Avenue	West	Edinburgh to 30m north thereof	Anytime
Rickson Avenue	West	McElderry to 26m north thereof	Anytime
Rickson Avenue	East	Hickory Street to 51m south thereof	Anytime
Riverview Drive	East	Speedvale to 62m north thereof	Anytime
Riverview Drive	West	50m north of Speedvale to 38m north thereof	Anytime
Robinson Avenue	North	Edinburgh to Harrison	Anytime
Robinson Avenue	North	Yorkshire to 37m west thereof	Anytime
Robinson Avenue	South	Edinburgh to Yorkshire	Anytime
Rochelle Drive	East	Stephanie Drive to 24m south thereof	Anytime
Rochelle Drive	South	90m east of Darby to 99m east thereof	Anytime
Rodgers Road	North	Rickson Avenue to Lovett Lane	Anytime
Rodgers Road	North	Edinburgh to 53m east thereof	Anytime
Rodgers Road	South	Edinburgh to 30m east thereof	Anytime
Rodgers Road (south)	Both	Edinburgh to 15m west thereof	Anytime
Roland Street	East	Bristol Street to Waterloo Avenue	Anytime
Rose Street	Both	Arthur to Regent	Anytime
Rosewood Avenue	East	Paisley to 29m north thereof	Anytime
Royal Road	Both	Speedvale Avenue to Woodlawn Road	Anytime
Rutherford Court	Both	Southgate Drive to Easterly limit	Anytime
Ryde Road	West	63m south of Paisley Road to 33m south thereof	Anytime
Ryde Road	East	59m north of Imperial Road South to 33m east thereof	Anytime
Ryder Avenue	South	Lovett Lane (south leg) to 60m east of Carrington Drive	Anytime
Ryder Avenue	North	Lovett Lane (south leg) to 320m east thereof	Anytime
Ryder Avenue	South	Lovett Lane (north leg) to 334m east thereof	Anytime
Sackville Street	West	Alice to northerly limit	Anytime
Samantha Court	Both	Imperial to Imperial	Anytime

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Samuel Drive	West	Goodwin Drive to Clair Road East	Anytime
Schiedel Drive	West	Bowen Drive to Norma Crescent	Anytime
Schroder Crescent	North	58m east of Thornton Street to 32m east thereof	Anytime
Schroder Crescent	North	64m west of Thornton Street to 36m west thereof	Anytime
Schroder Crescent (west leg)	East	Grange Road to 140m south thereof	Anytime
Schroder Crescent (west leg)	West	51m south of Grange Road to 48m south thereof	Anytime
Schroder Crescent (west leg)	West	114m south of Grange Road to 15m south thereof	Anytime
Scottsdale Drive	East	168m south of Wilsonview to 28m south thereof	Anytime
Scottsdale Drive	East	224m east of Janefield to 103m east thereof	Anytime
Scottsdale Drive	East	30m north of Kortright to Ironwood	8 am-6 pm, Mon.-Fri.
Scottsdale Drive	East	70m north of Wilsonview to 61m north thereof	Anytime
Scottsdale Drive	East	Kortright to 30m north thereof	Anytime
Scottsdale Drive	East	Stone Road to 153m east of Janefield Avenue	Anytime
Scottsdale Drive	West	60m north of Wilsonview to 69m north thereof	Anytime
Scottsdale Drive	West	College to 255m south thereof	Anytime
Scottsdale Drive	West	Wilsonview to 268 m south thereof	Anytime
Scottsdale Drive	Both	Kortright to 30m north of Janefield	Anytime
Scottsdale Drive	East	Wilsonview Avenue to 46m south thereof	Anytime
Shelldale Crescent	South	Dawson to 46m east of the westerly limit	Anytime
Severn Drive	East	40m north of Maude Lane to 13m north thereof	Anytime
Short Street	East	27m south of Ontario to 23m south thereof	Anytime
Sidney Crescent	West	65m south of Moss Place to 28m south thereof	Anytime
Silurian Drive	West	Chesterton Lane to Grange Road	Anytime
Silurian Drive	East/North	Grange Road to Starwood Drive	Anytime
Silvercreek Parkway	Both	621m north of Eden Street to northern city limit	Anytime
Silvercreek Parkway	Both	Waterloo Avenue to 621m North of Eden Street	Anytime except Sundays 8am-2pm
Simmonds Drive	South	66m west of Ingram Drive to 33m west thereof	Anytime
Simmonds Drive	North	58m west of Ingram Drive to 35m west thereof	Anytime
Simpson Way	Both	Gordon to the southerly limit	Anytime
Skinner Drive	North	Starwood Drive to Swan Drive	Anytime

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Skinner Drive	South	130 metres east of Starwood Drive to 45 metres east thereof	Anytime
Southampton Street	East	Sydenham to Paisley	Anytime
Southcreek Trail	Both	Edinburgh Road South to 23m west thereof (north leg)	Anytime
Southcreek Trail	Both	Edinburgh Road South to 24m west thereof (south leg)	Anytime
Southcreek Trail	North	230m west of Edinburgh Road South (south intersection) to 45m west thereof	Anytime
Southcreek Trail	South	178m west of Edinburgh Road South (north intersection) to 50m west thereof	Anytime
Southgate Drive	Both	Laird Road to Laird Road	Anytime
Speedvale Avenue	Both	Silvercreek to 650m east of Eramosa	Anytime
Speedvale Avenue	Both	Westerly City limits to Hanlon	Anytime
Spring Street	South	Delhi to King	Anytime
Spring Street	North	King Street to 18m east thereof	Anytime
St Arnaud Street	West	Chadwick to Waterloo	Anytime
St. Catharine Street	West	Eramosa to Lemon	Anytime
St. Catharine Street	East	Lemon Street to 21m north thereof	Anytime
Stanley Street	North	Exhibition to Kathleen	Anytime
Stanley Street	South	Kathleen Street to 17.5m east thereof	Anytime
Starwood Drive	North	90 metres north of Summit Ridge Drive (east intersection) to 30 metres west thereof	Anytime
Starwood Drive	North	120 metres north of Summit Ridge Drive (west intersection) to 30 metres east thereof	Anytime
Stephanie Drive	East	39m north of Freshmeadow Way to 48m south thereof	Anytime
Stephanie Drive	North	116m west of Imperial Road South to 53m west of Rochelle Drive	Anytime
Stephanie Drive	South	38m west of Rochelle Drive to 65m east thereof	Anytime
Stephanie Drive	West	17m north of Freshmeadow Way to 41m south thereof	Anytime
Stephanie Drive	West	20m north of Freshmeadow Way to 37m south thereof	Anytime
Stephen Drive	North	134m west of Marksam Road to Grandridge Crescent	Anytime
Stephen Drive	South	47m west of Marksam Road to 80m west thereof	Anytime
Stevenson Street	Both	Eramosa Road to Elizabeth Street	Anytime
Stevenson Street North	Both	Emma Street to Eramosa Road	Anytime
Stevenson Street North	East	Emma Street to 53m south of Balsam Drive	Anytime

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Stevenson Street North	East	24m north of Cathcart Street to Speedvale Avenue East	8 am - 6 pm
Stevenson Street North	East	50m south of Speedvale Avenue East to Emma Street	8 am - 6 pm
Stevenson Street North	East	Speedvale Avenue East to 50m south thereof	Anytime
Stevenson Street North	West	Speedvale Avenue East to Emma Street	Anytime Mon. - Sat
Stevenson Street North	Both	Waverly Drive to Speedvale Avenue East	8 am – 6pm
Stevenson Street South	East	Empire Street to York Road	8 am - 6 pm
Stevenson Street South	West	Elizabeth Street to Alice Street	8 am - 6 pm
Stone Road	Both	College Avenue West to east City limits	Anytime
Stuart Street	Both	Eramosa Road to 30m south thereof	Anytime
Stuart Street	West	Eramosa Road to Palmer Street	Anytime Nov 1-Mar 31
Stuart Street	West	Palmer Street to Grange Street	Anytime
Suffolk Street West	North	28m west of Park Street to Yorkshire Street North	Anytime
Suffolk Street West	North	Arnold Street to Edinburgh Road North	Anytime
Suffolk Street West	North	Park Street to 28m west thereof	Sun.
Suffolk Street West	North	Woolwich Street to Park Street	Anytime
Suffolk Street West	South	Edinburgh Road North to Yorkshire Street North	Anytime
Suffolk Street West	South	Yorkshire Street North to Dublin Street North	Mon.-Sat.
Suffolk Street West	South	Norfolk Street to 76m west thereof	Anytime
Suffolk Street West	South	Dublin Street North to 58m east thereof	Anytime
Sullivan Crescent	East	74m north of Stephanie Drive (north intersection) to 13m east thereof	Anytime
Sullivan Crescent	West	72m north of Stephanie Drive (south intersection) to 15m west thereof	Anytime
Sultan Street	North	Edinburgh Road North to C.N.R. tracks	Anytime
Summerfield Drive	East	Arkeel Road to 27m south thereof	Anytime
Summerfield Drive	West	Amsterdam Crescent to Amsterdam Crescent	Anytime
Summerfield Drive	Both	Jenson Boulevard to Miller Street/Cummings Court	Anytime
Summit Crescent	South	Westmount Road to Division Street	Anytime
Summit Ridge Drive	East	55m north of Eastview Road to 40m north thereof	Anytime
Sunnylea Crescent	South	49m east of Pleasant Road to 47m east and south thereof	Anytime
Surrey Street	North	Gordon Street to Bristol Street	Anytime
Surrey Street	North	Neeve Street to Wyndham Street South	Anytime

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Surrey Street	South	70m west of Gordon Street to 30m west thereof	8 am-6 pm, Mon.-Fri.
Surrey Street	South	Gordon Street to 20m west thereof	Anytime
Surrey Street	South	Gordon Street to Wyndham Street South	Anytime
Surrey Street	South	Grant Street to 30m east thereof	Anytime
Surrey Street	South	Neeve Street to Wellington Street	Anytime
Surrey Street	North	46m east of Neeve Street to Wellington Street East	Anytime
Surrey Street	South	Wyndham Street South to 66m east thereof	Anytime
Surrey Street East	South	Neeve Street to 21m west thereof	Anytime
Surrey Street East	North	Gordon Street to 110m east thereof	Anytime (Authorized Vehicles Exempt)
Sweeney Drive	South	145m east of Cox Court to a point 26m east thereof	Anytime
Sweeney Drive	North	129m east of Cox Court to a point 40m east thereof	Anytime
Swift Crescent	North	Clythe Creek Drive to 74m east thereof	Anytime
Swift Crescent	West	59m east of Clythe Creek Drive to Fuller Drive	Anytime
Swift Crescent	South	63m west of Clythe Creed Drive to 30m south thereof	Anytime
Sydenham Street	North	Edinburgh Road North to Clinton Street	Anytime
Taggart Street	Both	Watson Road to Watson Parkway	Anytime
Terrance Lane	West	Gordon Street to southerly limit	Anytime
Terrance Lane	East	21m north of Gordon Street to southerly limit	Anytime
Terraview Crescent	East, South & West	Inner portion of the Crescent from Edinburgh Road South to 30m south thereof	Anytime
Thompson Drive	North	Starwood Drive to 30m west thereof	Anytime
Thornhill Drive	South	87m east of Greenwich Drive to 23m east thereof	Anytime
Thorp Street	North	Woolwich Street to easterly limit	Anytime
Tiffany Street	North	Exhibition Street to 43m east thereof	Anytime
Tiffany Street	North	Woolwich Street to Central Street	Anytime
Tiffany Street	North	41m east of Dufferin Street to 22m east thereof	Anytime
Tiffany Street	South	Dufferin Street to easterly limit	Anytime
Tiffany Street	South	Dufferin Street to Exhibition Street	Anytime
Tipperary Place	Both	Lyon Avenue to Kathleen Street	Anytime
Toronto Street	North	Neeve Street to York Road	Anytime
Torrance Crescent	Both	Westmount Road to 30m east thereof	Anytime
Torrance Crescent	North	30m east of Westmount Road to 58m east thereof	8:00am-4:30 Mon-Fri
Torrance Crescent	South	30m east of Westmount Road to 118m east thereof	8:00am-4:30 Mon-Fri

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Torrance Crescent	South	Hardy Street to 55m east thereof	Anytime
Toth Drive	Both	Frasson Drive to Skinner Drive	Anytime
Troy Crescent	West	152m east of Watt Street (north intersection) to 16m southerly	Anytime
Troy Crescent	West	164m east of Watt Street (south intersection) to 33m north thereof	Anytime
University Avenue East	North	129m east of Braid Place to easterly limits	Anytime
University Avenue East	North	Braid Place to 129m east thereof	8 am-6 pm, Mon.-Fri.
University Avenue East	North	Braid Place to Gordon Street	Anytime
University Avenue East	South	Braid Place to easterly limit	Anytime
University Avenue West	South	Crawford Street to Gordon Street	Anytime
Valleyhaven Lane	East	55m south of Cedarvale Avenue to 33m south thereof	Anytime
Vancouver Drive	East	28m south of Ottawa Crescent to 41m south thereof	Anytime
Vancouver Drive	South	Victoria Road North to 131m west thereof	Anytime
Vancouver Drive	West	26m south of Ottawa Crescent to 40m south thereof	Anytime
Vanier Drive	East	College to 163m north thereof	Anytime
Vanier Drive	West	College to 40m south of Skye	Anytime
Vaughan Street	North	Gordon Street to 27m west thereof	Anytime
Vaughan Street	North	105m west of Gordon Street to 22m west Thereof	Anytime
Vaughan Street	North	166m west of Gordon Street to 102m west Thereof	Anytime
Vaughan Street	South/ East	57m west of Revell Drive to Zess Court	Anytime
Vaughan Street	South	57m west of Revell Drive to Gordon Street	Anytime
Verney Street	Both	Woolwich to Exhibition	Anytime
Victoria Road	East	Del Mar to north City limits	Anytime
Victoria Road	East	Grange to Del Mar	Anytime Mon. – Sat
Victoria Road	East	York Road to Grange Road	Anytime
Victoria Road	West	296m north of Delta to 164m north thereof	Anytime Mon. - Sat
Victoria Road	West	34m north of Delta to 231m north thereof	Anytime
Victoria Road	West	Drummond to north City limit	Anytime
Victoria Road	West	Vancouver to Drummond	Anytime Mon. - Sat
Victoria Road	West	York Road to Vancouver Drive	Anytime
Walter Street	East	27m south of Elizabeth to 6m south thereof	Anytime Nov 1-Mar 31
Water Street	North	34m west of Cedar to 30m west thereof	Anytime

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Water Street	North	94m east of Maple to 148m west thereof	Anytime
Water Street	North	Gordon to 76m west thereof	Anytime
Water Street	South	36m east of Maple to 90m west thereof	Anytime
Water Street	South	Cedar to 71m west	Anytime
Water Street	South	Denver to 21m west thereof	8:30am-4:30 pm Mon. – Fri.
Water Street	South	Gordon to Mary	Anytime
Water Street	North	398m west of Edinburgh Road South to 50m west thereof	Anytime
Waterloo Avenue	North	90m east of Fergus to 33m west of Yorkshire	Anytime
Waterloo Avenue	North	Edinburgh to Wellington	Anytime
Waterloo Avenue	North	Gordon to Edinburgh	Anytime
Waterloo Avenue	South	15.2m east of Yorkshire to 39m west of Dublin	8am-6pm
Waterloo Avenue	South	15m east of Woodycrest to 15m west of Alma	8am-6pm
Waterloo Avenue	South	15m east of Woodycrest to 50m west of Edinburgh	8am-6pm
Waterloo Avenue	South	15m west of Alma to 52m east thereof	Anytime
Waterloo Avenue	South	27m east of Dublin to Gordon	Anytime
Waterloo Avenue	South	33m west of St. Arnaud to 50m west of Edinburgh	8am-6pm
Waterloo Avenue	South	50m east of Edinburgh to 38.4m west of Yorkshire	8am-6pm
Waterloo Avenue	South	50m west of Edinburgh to 100m east thereof	Anytime
Waterloo Avenue	South	Wellington to 15m east of Woodycrest	Anytime
Waterworks Place	East	York to southerly limits	Anytime
Watson Parkway North	East	Watson Road North to Shackleton Drive	Anytime
Watson Parkway North	West	91m south of Fuller Drive to Watson	Anytime
Watson Parkway North	West	Grange Road to 91m south of Fuller Drive	8am-6pm, Mon-Fri
Watson Parkway North	Both	Watson Road North to York Road	Anytime
Waverley Drive	North	Balmoral to 13m south thereof	Anytime
Waverley Drive	South	46m west of Vermont to Windsor	Anytime
Waxwing Crescent	North	74m west of Pheasant Run Drive to 39m west thereof	Anytime
Waxwing Crescent	South	65m west of Pheasant Run Drive to 34m west thereof	Anytime
Wellington Street	Both	Macdonell to the west City limits	Anytime
Wells Street	Both	York to northerly limit	Anytime

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West Acres Drive	North	34m west of Gateway to 41m east of Gateway	8:30am-4:30pm Mon – Fri
West Acres Drive	North	43m west of Gateway to 80m east thereof	Anytime
West Acres Drive	South	17m east of Northwood to 74m east thereof	Anytime
West Acres Drive	South	Gateway to 43m west thereof	Anytime
Westmount Road	Both	99m south of Division to Highview	Anytime
Westmount Road	East	17m south of Division To 25m south thereof	Anytime
Westmount Road	East	40m north of Torrance to London Road	8am-6pm Mon – Sat.
Westmount Road	East	54m south of Division to 45m south thereof	Anytime
Westmount Road	East	66m north of Torrance to London Road	8am-6pm Mon – Sat
Westmount Road	East	66m north of Torrance to Summit	Anytime
Westmount Road	East	67m north of Summitt to 55m north thereof	8am-6pm Mon – Fri
Westmount Road	East	Highview to 6m south of Division	Anytime
Westmount Road	West	27m north of Torrance to 196m north thereof	Anytime
Westmount Road	West	305m south of Division to 377m north Division	Anytime
Westwood Road	Both	22m south of Wimbledon to 44m north thereof	Anytime
Westwood Road	North	Silvercreek to 33m south of Willow Road	Anytime
Westwood Road	South	Silvercreek to Rhonda	Anytime
Westwood Road	South	Willow to 33m south thereof	Anytime
Westwood Road	West	311m south of Willow to 154m south thereof	Anytime
Westwood Road	South	Bond Court to Imperial Road North	Anytime
Westwood Road	North	Bond Court to 52m east thereof	Anytime
Wheeler Avenue	West	Elizabeth to Ferguson	Anytime
Whetstone Crescent	North	East of Summerfield Drive (north leg) to 26m east thereof	Anytime
Whispering Ridge Drive	Both	Cole to Scottsdale	Anytime
Whitelaw Road	East	49m north of Shoemaker Crescent to Paisley Road	Anytime
Whitelaw Road	East	Fife Road to West Acres Drive	Anytime
Whitelaw Road	West	Paisley Road to south City limit	Anytime
Wilkie Crescent	East	Goodwin Drive (east leg) to 180m south thereof	Anytime
Wilkie Crescent	North	80m west of Pearson Street to 80m east of Pearson Street	Anytime
Wilkie Crescent	West	Goodwin Drive (west leg) to 180m south thereof	Anytime

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Willow Road	Both	62m west of Westwood to 40m east of Westwood	Anytime
Willow Road	Both	Edinburgh Road to Silvercreek Parkway North	Anytime
Willow Road	North	39m west of Thistle Road to 85m west thereof	Anytime
Willow Road	North	Imperial Road North to 166m west of Elmira Road North	Anytime
Willow Road	South	203m east of Elmira Road North to 187m east thereof	Anytime
Willow Road	South	27m west of Imperial Road North to 60m west thereof	Anytime
Willow Road	North	15m west of Elmira Road North to 87m west thereof	Anytime
Willow Road	North	57m west of Westwood Road to 205m west thereof	Anytime
Wilson Street	East	Gordon Street to Carden Street	Anytime
Wilson Street	West	Gordon Street to Northumberland Street	Anytime
Windsor Street	East	Waverley to 20m north thereof	Anytime
Wood Street	East	Ontario to Manitoba	Anytime
Wood Street	West	Manitoba to 17m south thereof	Anytime
Woodborough Road	North	68m east of Ironwood Road [south] to 21m west thereof	Anytime
Woodborough Road	North	225m west of Ironwood Road [south] to 35m east thereof	Anytime
Woodborough Road	South	313m west of Ironwood Road [south] to 23m east thereof	Anytime
Woodland Glen Drive	North	145m south of Wagoners Trail to 115m south thereof	Anytime
Woodland Glen Drive	West	69m east of Old Colony to 45m southeast thereof	Anytime
Woodlawn Road	Both	Victoria Road to west City limits	Anytime
Woodlawn Road	North	Ferndale to 19m east thereof	Anytime
Woodlawn Road	South	19m east of Ferndale to 37m west thereof	Anytime
Woodlawn Road	South	Victoria Road to 35m East thereof	Anytime
Woodlawn Road East	South	35m west of Atto Drive to 7m west thereof	Anytime
Woodridge Drive	Both	West Acres Drive to 91m north thereof	Anytime
Woodycrest Drive	Both	Waterloo Avenue to McCall	Anytime
Woolwich Street	East	Cardigan Street to 18m north thereof	Anytime
Woolwich Street	East	101m south of Norwich to 25m south thereof	Anytime
Woolwich Street	East	147m north of Macdonell to 152m north thereof	Anytime
Woolwich Street	East	30m north of London Road To McTague Street	12pm-1pm 4:30pm-6pm

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Woolwich Street	East	39.9m south of Eramosa to 56m south thereof	Anytime
Woolwich Street	East	Eramosa to 28.9m south thereof	Anytime
Woolwich Street	East	Macdonell to 119m north thereof	Anytime
Woolwich Street	East	14m south of Suffolk to 14m north thereof	Anytime
Woolwich Street	East	Norwich to London	Anytime
Woolwich Street	East	Woodlawn to 91m north Of the centre line of London Road	Anytime
Woolwich Street	West	110m north of Verney to 97m north thereof	Anytime
Woolwich Street	West	Macdonell To 175m north thereof	Anytime
Woolwich Street	West	32.5m north of Douglas to 14.5m south of Douglas	Anytime Mon. – Sat.
Woolwich Street	West	Clarke to 18m north thereof	Anytime
Woolwich Street	West	Clarke to 22m south thereof	Anytime
Woolwich Street	West	Division to 18m north thereof	Anytime
Woolwich Street	West	Division to 18m south thereof	Anytime
Woolwich Street	West	Extra to 18m north thereof	Anytime
Woolwich Street	West	Extra to 18m south thereof	Anytime
Woolwich Street	West	Macdonell to 168m north thereof	Anytime
Woolwich Street	West	Macdonell to Thorp	Anytime
Woolwich Street	West	McTague to 18m north	Anytime
Woolwich Street	West	Mont to 18m north thereof	Anytime
Woolwich Street	West	Mont to 18m south thereof	Anytime
Woolwich Street	West	Powell to 54m north thereof	Anytime
Woolwich Street	West	Powell to 69m south thereof	Anytime
Woolwich Street	West	Speedvale to Woodlawn	Anytime
Woolwich Street	West	Tiffany to 18m north thereof	Anytime
Woolwich Street	West	Tiffany to 18m south thereof	Anytime
Woolwich Street	West	Verney to 18m south thereof	Anytime
Woolwich Street	West	Verney to 48m north thereof	Anytime
Woolwich Street	West	Wyndham to Suffolk	Anytime
Wyndham Street	East	4m south of Cork to 13m south thereof	Anytime
Wyndham Street	East	Carden to Howitt	Anytime
Yarmouth Street	East	Norfolk to 21 m north thereof	Anytime
Yarmouth Street	West	Norfolk to Woolwich	Anytime
Yewholme Street	Both	Oak to Renfrew	Anytime
York Road	North	60m East of Ontario to east City limits	Anytime
York Road	North	Neeve to Ontario	Anytime
York Road	North	Neeve to Wyndham(on driveway and boulevards between the curb and 2m behind the sidewalk)	Anytime
York Road	South	60m east of Ontario to Boulton	Anytime
York Road	South	Armstrong to Brockville	Anytime

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York Road	South	Cityview to east city limit	Anytime
York Road	South	Wyndham to 35m east thereof	Anytime
York Road	South	115m east of Wyndham Street to 14m east thereof	Anytime
York Road	South	243m east of Wyndham Street to Hooper Street	Anytime
York Road	South	Toronto Street to Ontario Street	Anytime
York Road	South	Victoria Road South to Beaumont Crescent	Anytime
Yorkshire Street	East	Paisley Street to Liverpool Street	Anytime
Yorkshire Street	East	Suffolk Street West to 38m south thereof	Anytime
Yorkshire Street	East	Waterloo Avenue to Paisley Street	Anytime Except Sundays
Yorkshire Street	West	Paisley Street to London Road West	Anytime
Yorkshire Street	West	33m south of Foster Street to 31m south thereof	Anytime
Youngman Drive	East	1m south of Smart street to 28m north thereof	Anytime
Youngman Drive	East	33m north of Smart to 83m north thereof	8am-6pm, Mon-Fri Sep 1-Jun 30
Youngman Drive	West	Smart Street to 28m north thereof	Anytime
Zaduk Place	West	156m east of Sweeney Drive to 56m east thereof	Anytime
Zaduk Pl	East	50m north of McCann St to 40m south of McCann St	Anytime
Zaduk Pl	West	50m north of McCann St to 40m south of McCann St	Anytime
Zaduk Pl	East	MacAlister Boulevard to 50m north thereof	Anytime
Zaduk Pl	West	MacAlister Boulevard to 82m north thereof	Anytime

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Albert Street	North	Gordon Street to Martin Avenue	Anytime 2 hours
Arnold Street	West	Paisley Street to Aberdeen Street	Anytime 1 hour
Arthur Street North	East	Norwich Street East to Pearl Street	2 hours 8am-6pm, Mon-Fri
Arthur Street North	East	Spring Street to 59m north thereof	2 hours 8am-6pm, Mon-Fri
Arthur Street North	West	67m south of Heffernan Street to Rose Street	2 hours 8am-6pm Mon-Sat,
Arthur Street North	West	Eramosa Road to King Street	2 hours 8am-6pm, Mon-Sat
Arthur Street North	West	Eramosa Road to Norwich Street East	2 hours 8am-6pm, Mon-Sat
Arthur Street South	East	120m north of Alice Street to 75m south of Elizabeth Street	2 hours 8am-6pm
Aspen Valley Crescent	Both	Cole Road to Cole Road	2 hours 8am-6pm Mon-Fri
Baker Street (Highway located within downtown area)	East	66m north of Quebec Street to 11m south of Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Baker Street (Highway located within downtown area)	West	36m north of Quebec Street to 15m south of Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Beaumont Crescent	North	Elizabeth Street to Clearview Street	Anytime 2 hours
Borden Street	Both	University Avenue to Dean Avenue	Anytime 2 hours
Borden Street	East	College Ave to Moore Avenue	Anytime 1 hour
Borden Street	East	Moore Avenue to University Avenue	Anytime 2 hours
Caledonia Street	Both	Dean Ave to Mary Street	Anytime 2 hours

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Carden Street (Highway located within downtown area)	North	Wilson to Macdonell	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cardigan Street	East	15m north of Norwich Street East to 191m north thereof	2 hours 8am-6pm, Mon-Fri
Cardigan Street	Botht	Woolwich Street to Norwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Chapel Lane (Highway located within downtown area)	South	Baker Street to 52m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Chapel Lane (Highway located within downtown area)	West	21m north of the south limit of Chapel Lane to 41m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cole Road	South/ East	Scottsdale Drive to 52m south of Aspen Valley Crescent / Christopher Court	2 hours 8am-6pm, Mon-Sat
Commercial Street (Highway located within downtown area)	North	Norfolk Street to the westerly limit	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Commercial Street (Highway located within downtown area)	South	62m west of Norfolk Street to westerly limit	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Commercial Street (Highway located within downtown area)	South	Norfolk Street to 51m west thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Commercial Street	South	62m west of Norfolk Street to 11m east thereof	30 minutes once per day 8am-6pm, Mon-Sat
Cork Street (Highway located within downtown area)	North	13m west of Wyndham Street to 59m west thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cork Street (Highway located within downtown area)	North	Norfolk Street to 129m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Cork Street (Highway located within downtown area)	South	6m east of Norfolk Street to 12m west thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cork Street (Highway located within downtown area)	South	24.5m east of Norfolk Street to 16m west of Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Crawford Street	East	University Avenue West to Dean Avenue	Anytime 2 hours
Crimea Street	South	91m west of C.N.R. crossing to 41m west thereof	Anytime 2 hours
Crimea Street	South	132m west of C.N.R. crossing to 25m west thereof	Anytime with signed disabled parking
Cross Street	North	Arthur Street to Neeve Street	2 hours, 8am to 6pm
Dean Avenue	North	Caledonia Street to 36m west of Gordon Street	Anytime 2 hours
Dean Avenue	North	Edinburgh Road South to 30m west of Talbot Street	Anytime 2 hours
Dean Avenue	South	Caledonia Street to 58m west of Gordon Street	Anytime 2 hours
Delhi Street	West	161m south of Speedvale Avenue to 25m south thereof	2 hours 8am-6pm, Mon-Fri.
Delhi Street	West	35m south of Paul Avenue to 21m south thereof	2 hours 8am-6pm, Mon-Fri.
Delhi Street	West	15m south of Derry Street to 71m south thereof	2 hours 8am-6pm, Mon-Sat.
Delhi Street	East	54m north of Emma Street to 16m north thereof	2 hours 8am-6pm, Mon-Sat.
Domo Drive	Both	Grange Road to 134m east thereof	2 hours 8am-6pm, Mon-Fri.

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Douglas Street (Highway located within downtown area)	East	19m north of Wyndham Street to 43m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Douglas Street (Highway located within downtown area)	East	80m north of Wyndham Street to 12m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Douglas Street (Highway located within downtown area)	East	Woolwich Street to 50.5m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Dublin Street South	East	Waterloo Avenue to Kent Street	2 hours 8am-6pm, Mon-Fri
Dublin Street North	West	Kent Street to Durham Street	8am-6pm, Mon-Fri
Dublin Street North	East	23m north of Paisley Street to Suffolk Street West	2 hours 8am-6pm, Mon-Fri
Duke Street	West	27m north of Alice Street to 78m north thereof	2 hours 8am-6pm, Mon-Fri

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Duke Street	West	14m south of Elizabeth Street to C.P.R.	2 hours 8am-6pm, Mon-Fri
Duke Street	West	112m north of Alice to the C.P.R.	2 hours 8am-6pm, Mon-Fri
Duke Street	East	Elizabeth Street to 76m south thereof	2 hours, 8am-6pm, Mon-Fri
Durham Street	North	15m east of Glasgow Street North to 151m east thereof	2 hours 8am-6pm
Edgehill Drive	Both	15m north of Highview to 105m north thereof	2 hours 8am-6pm Mon-Fri
Elizabeth Street.	North	109m west of Suburban Avenue to 87m west thereof	Anytime 1 hour
Emma Street	North	23m east of Delhi Street to Metcalfe Street	2 hours 8am-6pm, Mon-Sat
Emma Street	South	102 m west of Delhi Street to westerly limit	2 hours 8am-6pm, Mon-Sat
Essex Street	North	31.9m west of Waterloo Avenue to 112.6m west thereof	2 hours 8am-6pm, Mon-Fri
Floral Drive	Both	Edinburgh to Rodney	Anytime 2 hours
Fountain Street	North	Neeve Street to 93m east of Wyndham Street	2 hours 8am-6pm, Mon-Fri
Fountain Street	South	Neeve to Grant	2 hours 8am-6pm, Mon-Sat
Freshfield Street	East	11m north of Farquhar to northerly limit	2 hours 8am-6pm, Mon-Sat
Freshfield Street	East	12m north of Fountain to 26m north thereof	2 hours 8am-6pm, Mon-Sat
Graham Avenue	Both	University to Dean	Anytime
Grant Street	West	Fountain Street East to Surrey Street East	2 hours, 8am to 6pm, Monday to Friday
Green Street	North	Norfolk Street to Dublin Street North	2 hours 8am-6pm, Mon-Fri
Grierson Drive	Both	Harvard Road to northerly limit	2 hours 8am-6pm, Mon-Fri
Guelph Street	East	31m south of Suffolk to Paisley	2 hours 8am-6pm, Mon-Fri
Guelph Street	East	Drew to Willow	Anytime 2 hours Nov-March
Hales Crescent	North	Moore Avenue to the northerly intersection of Borden Street	2 hours 8am-6pm
Hales Crescent	East	Northerly intersection of Borden Street to the southerly intersection of Borden Street	2 hours 8am-6pm
Harcourt Drive	Both	Mary to Mary	Anytime 2 hours
Harrison Avenue	West	Robinson to Foster	Anytime 2 hours
Harrow Ct	Both	Harvard to westerly limit	2 hours 8am-6pm, Mon-Fri

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Harvard Road	North	380m west of Gordon Street to 19m north of Youngman Drive	2 hours, 8am-6pm, Mon-Fri
Heather Avenue	Both	Floral to Rodney	Anytime 2 hours
Highview Place	Both	15m east of Edgehill to 15m west of Kathleen	Anytime
Highview Place	Both	15m east of Westmount to 15m west of Edgehill	Anytime
Hooper Street	East	York to 188m south thereof	2 hours 8am-6pm, Mon-Sat
Howitt Street	South	Margaret to 40m west thereof	Anytime 2 hours
Huron Street	East	Ferguson to Alice	2 hours 8am-6pm, Mon-Sat
Huron Street	West	58m north of Alice to 40m north thereof	2 hours 8am-6pm, Mon-Sat
Huron Street	West	58m north of Alice to 60m north thereof	2 hours 8am-6pm, Mon-Sat
Industrial Street	East	York to Elizabeth	1 hour 8am-6pm
Johnston Street	East	Alice to northerly limit	2 hours 8am-6pm, Mon-Sat
Kimberley Drive	Both	9m west of Westmount to Glebeholme	2 hours 8am-6pm, Mon-Sat
Kortright Road East	Both	47m east of Gordon Street to Huntington Place	2 hours 8am-6pm, Mon-Fri
Latenda Place	West	15 metres south of Hands Drive to 230 metres south thereof	2 hours 9am-6pm, Mon-Fri
Liverpool Street	South	Norfolk Street to Dublin Street North	2 hours 8am-6pm, Mon-Fri
Lockyer Road	Both	Edinburgh to westerly limit	Anytime 2 hours
Macdonell Street (Highway located within downtown area)	North	Norfolk Street to 46m east of Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Macdonell Street (Highway located within downtown area)	North	74m east of Norfolk Street to 18.35m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	North	129m east of Norfolk Street to 33m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	North	176m east of Norfolk Street to 16m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	North	Wyndham Street to 205m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Macdonell Street (Highway located within downtown area)	South	20m east of Wilson Street to 158m east of Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Maple Street	Both	Forest to westerly limit	Anytime 2 hours
Marlborough Road	East	Emma Street to Speedvale Avenue East	2 hours 8am-6pm, Mon-Fri, Apr.1-Oct.31
Marlborough Road	West	Speedvale Avenue East to Emma Street	2 hours 8am-6pm, Mon-Fri
Mary Street	Both	Forest to Caledonia	Anytime 2 hours
Mary Street	North	60 metres south of Caledonia to the southerly intersection at Harcourt	Anytime 2 hours
Mary Street	South	Caledonia to Harcourt	Anytime 2 hours
Mayfield Avenue	Both	Colborn to easterly limit	Anytime 2 hours
McTague Street	North	23m west of Woolwich To Exhibition Street	2 hours 8am-6pm, Mon-Sat
Metcalfe Street	Both	Eramosa Road to Pleasant Road	Anytime 2 hours
Mont Street	South	15m west of Woolwich to 14m west thereof	Anytime 2 hours
Mont Street	South	Exhibition to 61m west of Woolwich	Anytime 2 hours
Morris Street	West	Alice Street to Beverley Street	Anytime 2 hours
Morris Street	East	Beverley Street to York Road	Anytime 2 hours
Mutual Street	Both	University to Dean	Anytime 2 hours
New Street	North	Arthur to Queen	2 hours 8am-6pm, Mon-Sat
Neeve Street	West	12m north of Surrey Street East to 13m north thereof	2 hours, 8am-6pm, Mon-Fri
Norfolk Street	West	Liverpool to Norwich	2 hours 8am-6pm,

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Norfolk Street (Highway located within downtown area)	East	14.8m north of Cork Street to Quebec Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Norfolk Street (Highway located within downtown area)	West	27m south of Commercial Street to 33m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Norfolk Street	East	24m south of Suffolk Street to 52m southerly	2 hours, 8am-8pm
Norfolk Street	East	83m south of Suffolk Street to 121m southerly	2 hours, 8am-8pm
North Street	West	34m north of Suffolk Street West to 51m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	West	91m north of Suffolk Street West to 153m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	East	34m north of Suffolk Street West to 63m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	East	96m north of Suffolk Street West to 138m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	East	16m south of London Road West to 41m south thereof	2 hours 8am-6pm, Mon-Fri
Northumberland Street	South	9m east of Dublin Street North to 19.5m east thereof	2 hours 8am-6pm
Norwich Street E	North	45m west of Cardigan Street to 87m west thereof	2 hours 8am-6pm, Mon-Fri
Oak Street	Both	Gordon Street to Yewholme Drive	2 hours 8am-6pm
Ontario Street	South	Short to 32m west thereof	Anytime 2 hours
Ontario Street	West	40m south of Wood to York	Anytime 2 hours
Oriole Crescent	Both	Edinburgh to westerly limit	Anytime 2 hours

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Oxford Street	North	Norfolk Street to Dublin Street North	2 hours 8am-6pm, Mon-Fri
Paisley Street	North	Dublin to 101m east thereof	Anytime 2 hours
Park Lane (Highway located within downtown area)	South	Baker Street to 30m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Paul Avenue	Both	Delhi to Metcalfe	2 hours 8am-6pm, Mon-Sat
Paul Avenue	Both	Marlborough to Delhi	2 hours 8am-6pm, Mon-Sat
Peter Street	Both Sides	Delhi Street to Marlborough Road	2 hours 8am-6pm, Mon-Sat
Philip Avenue	Both sides	Delhi Street to Paul Avenue	2 hours, 8am-6pm, Mon-Fri
Pleasant Road	Both	Emma Street to Metcalfe Street	2 hours 8am-6pm, Mon-Sat
Quebec Street (Highway located within downtown area)	Both	Norfolk Street to Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Regent Street	Both	Rose south to dead end	2 hours 8am-6pm, Mon-Sat
Rodney Blvd	Both	College to Dean	Anytime 2 hours
Scottsdale Drive	East	187m east of Janefield to 37m east thereof	2 hours 8am-6pm, Mon-Sat
Scottsdale Drive	West	268m south of Wilsonview to 30m north of Janefield	2 hours 8am-6pm, Mon-Sat
Scottsdale Drive	East	46m south of Wilsonview Avenue to 168m south thereof	2 hours 8am-6pm, Mon-Sat

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Sloan Avenue	West	Beaumont to White	8am-6pm 2 hours
Spring Street	North	Delhi to King	2 hours 8am-6pm, Mon-Sat
St. Andrew Street	Both	Exhibition to Kathleen	Anytime 2 hours
Suffolk Street (Highway located within downtown area)	South	Woolwich Street to Norfolk Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Summit Crescent	North	Westmount to Division	Anytime 2 hours
Sunnylea Crescent	Both	Pleasant Road to 133m east thereof	2 hours 8am-6pm, Mon-Sat
Sunnylea Crescent	Both	Pleasant Road west to Pleasant Road	2 hours 8am-6pm, Mon-Sat
Sunnylea Crescent	North	Pleasant Road to 88m east thereof	2 hours 8am-6pm, Mon-Sat
Sunnylea Crescent	South	Pleasant Road to 49m east thereof	2 hours 8am-6pm, Mon-Sat
Surrey Street	North	Neeve Street to 46m east thereof	2 hours 8am-6pm, Mon-Sat
Surrey Street	South	100m west of Gordon to Dublin	2 hours 8am-6pm, Mon-Sat
Surrey Street	South	20m west of Gordon to 32m west thereof	Anytime 1 hour
Surrey Street East	South	66m east of Wyndham to Neeve	2 hours 8am-6pm, Mon-Fri
Surrey Street East	North	110m east of Gordon Street to Wyndham Street South	2 hours, 8am-6pm, Mon-Fri
Talbot Street	Both	Forest to 15m north Of Dean Avenue	Anytime 2 hours
Talbot Street	Both	University to 15m south Of Dean Avenue	Anytime 2 hours
Toronto Street	South	York Road to 163m west thereof	2 hours 8am-6pm
University Avenue	Both	College to Gordon	Anytime 2 hours
University Avenue	South	Gordon to Braid	Anytime 1 hour
Water Street	North	Mary to 76m west of Gordon	Anytime 2 hours
Waterloo Avenue	South	15 m east of Woodycrest To 50 m west of Edinburgh	Anytime 2 hours 8am-6pm
Waterloo Avenue	South	50 m east of Edinburgh to 38.4 m west of Yorshire	8am-6pm
Westmount Road	West	9m south of Kimberley To 90m south thereof	8am-6pm Mon-Fri

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Westmount Road	West	Campion Avenue to 96m north thereof	8am–6pm, Mon - Fri
White Street	Both	Sloan to Cityview	2 hours 8am-6pm
Wilson Street (Highway located within downtown area)	East	14m south of Macdonell Street to 26m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wilson Street (Highway located within downtown area)	West	23.1m south of Macdonell Street to 37.8m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woodside Drive	Both	Dean to southerly limit	Anytime 2 hours
Woolwich Street	East	126m south of Norwich to 39m south thereof	Anytime 2 hours
Woolwich Street	West	Charles to Edwin	1 hour
Woolwich Street (Highway located within downtown area)	East	119m north of Macdonell Street to 28m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Woolwich Street (Highway located within downtown area)	East	90m south of Eramosa to 30m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	East	132m south of Eramosa Road to 35m south of Douglas Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	East	72m north of Cardigan Street to 18m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Woolwich Street (Highway located within downtown area)	West	105m south of Wyndham to 32.5m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	West	159m south of Douglas Street to 27m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	West	22m south of Wyndham to 56m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Woolwich Street	Both	Suffolk Street East to Norwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	West	23.5m north of Carden Street to Cork Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	West	Quebec Street to Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Wyndham Street North (Highway located within downtown area)	East	Carden Street to Macdonell Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	East	Douglas Street to 46m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	East	78m north of Douglas Street to Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

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Yarmouth Street (Highway located within downtown area)	East	31m north of Quebec Street to 156m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Yarmouth Street (Highway located within downtown area)	East	218m north of Quebec Street to 23m south of Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Yeadon Drive	Both	Woodside to easterly limit	Anytime 2 hours
York Road	South	205m east of Wyndham Street to 38m east thereof	2-hours, 8:00 a.m. to 6:00 p.m., Monday to Friday
York Road	South	35m east of Wyndham Street to 80m east thereof	Permit Only, 8:00 a.m. to 6:00 p.m., Monday to Friday
York Road	South	129m east of Wyndham Street to 76m east thereof	Permit Only, 8:00 a.m. to 6:00 p.m., Monday to Friday
Yorkshire Street	East	Suffolk Street to 37m north thereof	Anytime 2 hours

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PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>
Aberdeen Street	South	Edinburgh Road N. to Arnold Street
Armstrong Avenue	West	York Road to southerly limit
Armstrong Avenue	East	Balsarroch Place to the southerly limit
Audrey Avenue	West	York Road to the southerly limit
Balsarroch Avenue	Both	Armstrong Avenue to Dodds Avenue
Barber Avenue	Both	Westmount Road to 30m north of London Road W.
Barton Street	North	Glenwood Avenue to Kathleen Street
Barton Street	South	Exhibition Street to Glenwood Avenue
Bell Avenue	Both	Brockville Avenue to Dodds Avenue
Beverley Street	North	Morris Street to the easterly limit
Beverley Street	South	Harris Street to the easterly limit
Birmingham Street	Both	Bristol Street to Essex Street
Birmingham Street	West	Essex Street to Waterloo Avenue
Boult Avenue	East	York Road to the southerly limit
Brockville Avenue	West	98m south of York Road to the southerly limit
Cambridge Street	North	Yorkshire Street to Dublin Street N.
Campion Avenue	Both	London Road to Lyon Avenue
Charles Street	North	Dublin Street N. to Woolwich Street
Chester Street	South	Kathleen Street to Exhibition Street
Clarke Street	North	Woolwich Street to Exhibition Street
Clarke Street	South	Woolwich Street to Dufferin Street
Commercial Street	North	Norfolk Street to the westerly limit
Cork Street	North	Yorkshire Street to Dublin Street N.
Crestwood Street	West	Palmer Street to the northerly limit
Crimea Street	North	Edinburgh Road N. to Alma Street N.
Derry Street	North	Arthur Street N. to Delhi Street
Dodds Avenue	Both	York Road to Bell Avenue
Dublin Street	East	10m north of Norwich Street to 28m south of Charles Street (authorized permits only)
Duke Street	Both	Elizabeth Street to Alice Street
Durham Street	North	Yorkshire Street N. to Glasgow Street N.
Durham Street	North	Glasgow Street N. to Dublin Street N. (May 1st - Oct 31st)
Earl Street	South	Woolwich Street to Dufferin Street
Edwin Street	South	Dublin Street N. to Woolwich Street
Elora Street	South	Harrison Street to Yorkshire Street N.
Empire Street	Both	Garibaldi Street to Stevenson Street S.
Emslie Street	North	Yorkshire Street S. to McGee Street
Essex Street	Both	Bristol Street to the easterly limit
Extra Street	South	Woolwich Street to Central Street
Farquhar Street	South	56m east of Wyndham Street S. to the easterly limit
Fergus Street	Both	Galt Street to Preston Street
Fergus Street	West	Galt Street to Waterloo Street

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<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>
Ferguson Street	North	Morris Street to the westerly limit
Ferguson Street	South	Westerly limit to 57m west of Morris Street
Fountain Street	Both	Bristol Street to Gordon Street
Fountain Street	North	Wyndham Street to Neeve Street
Fountain Street	South	Grant Street to Neeve Street
Galt Street	South	Fergus Street to Edinburgh Road N.
Galt Street	North	Meadowview Street to Edinburgh Road N.
Galt Street	North	Fergus Street to the easterly limit
Garth Street	North	Glasgow Street N. to Yorkshire Street N.
George Street	North	Dufferin Street to the easterly limit
George Street	South	Easterly limit to 20m east of the C.P.R.
Glasgow Street	West	Suffolk Street W. to London Road W.
Glasgow Street	East	Oxford Street to 30m south of Suffolk Street W.
Glasgow Street	East	Bristol Street to Northumberland Street
Glasgow Street	East	Durham Street to Paisley Street
Glenhill Place	Both	Eramosa Road to northerly limit May 1-Oct. 31
Glenwood Avenue	Both	Speedvale Avenue W. to the southerly limit
Grant Street	East	Surrey Street to Fountain Street
Green Street	South	Dublin Street N. to the westerly limit
Green Street	North	Norfolk Street to Dublin Street N.
Grove Street	North	Metcalf Street to 259m east thereof
Grove Street	North	Metcalf Street to 137m east of Regent Street
Harris Street	Both	York Road to the northerly limit
Havelock Street	West	Derry Street to Spring Street
Hepburn Street	Both	Metcalf Street to Jackson Street
Hillcrest Drive	East	Grange Street to southerly limit
Hillcrest Drive	Both	Prospect Street to easterly limit
Holiday Street	Both	Raymond Street to Bristol Street
Howitt Street	South	Wyndham Street to Margaret Street
Huron Street	East	Elizabeth Street to 122m north of Ontario Street
Huron Street	West	Alice Street to Ontario Street
Inkerman Street	South	Edinburgh Road S. to Alma Street S.
John Street	South	Dufferin Street to the easterly limit
Johnston Street	Both	York Road to the northerly limit
Kent Street (north of C.N.R.)	North	Dublin Street N. to Northumberland Street
Kent Street (lower)	South	Glasgow Street S. to Dublin Street S. (Apr 1-Nov 30)
King Street	East	Eramosa Road to Spring Street
King Street	West	Arthur Street N. to 30m south of Eramosa Road
Kingsmill Avenue	East	Beverley Street to 64m north of York Road
Kingsmill Avenue	West	Beverley Street to Laneway Reg. Plans #340, 351, 353, 354
Kingsmill Avenue	East	Laneway Reg. Plans #340, 351, 353, 354 to southerly limit

Schedule C
to By-law Number (2020) – 20544

Schedule XXII
to By-law Number (2002) – 17017

PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.

<u>Column I</u> <u>STREET</u>	<u>Column II</u> <u>SIDE</u>	<u>Column III</u> <u>LOCATION</u>
Kirkland Street	West	Suffolk Street W. to London Road W.
Lawrence Avenue	Both	York Road to the southerly limit
Liverpool Street	North	Edinburgh Road N. to Yorkshire Street N.
Liverpool Street	South	Yorkshire Street N. to Norfolk Street
Lyon Avenue	Both	Campion Avenue to the northerly limit
Lyon Avenue	East	London Road W. to Campion Avenue
Mac Avenue	South	Woolwich Street to the easterly limit
McGee Street	East	Bristol Street to Waterloo Avenue
Manitoba Street	North	Arthur Street S. to 30m west of Huron Street
Menzie Avenue	West	York Road to Florence Lane
Menzie Avenue	East	Florence Lane to the southerly limit
Morris Street	East	63m south of Alice Street to the C.P.R.
Morris Street	East	York Road to 90m south of Alice Street
Morris Street	West	Beverley Street to Ferguson Street
New Street	North	Queen Street to Arthur Street N.
North Street	Both	Suffolk Street W. to London Street W.
Norwich Street	South	Woolwich Street to Dublin Street N.
Nottingham Street	Both	Bristol Street to Gordon Street
Oakwood Drive	Both	Glenwood Avenue to the easterly limit
Oxford Street	South	Yorkshire Street N. to Glasgow Street N.
Oxford Street	North	Glasgow Street N. to 37m west of Norfolk Street
Palmer Street	North	Stuart Street to Jackson Street
Palmer Street	North	King Street to Arthur Street N.
Palmer Street	South	26m east of King Street to 50m east thereof
Parkholm Avenue	North	Metcalf Street to Jackson Street
Pearl Street	North	Arthur Street to King Street
Petrolia Street	North	Alma Street N. to westerly limit
Powell Street	South	Dufferin Street to 46m east of Woolwich Street
Powell Street	South	Central Street to 46m west of Woolwich Street
Preston Street	North	Edinburgh Road S. to 76m east of Yorkshire Street S.
Preston Street	North	Glasgow Street S. to a point 30m west thereof
Prospect Street	East	Hillcrest Drive to Grange Street
Queen Street	West	Derry Street to 30m north of Palmer Street
Queen Street	West	Grange Street to 15m south of Palmer Street
Raglan Street	Both	Omar Street to Edinburgh Road N.
Raymond Street	North	Easterly limit to Bristol Street
Richardson Street	South	Neeve Street to the westerly limit
Sackville Street	East	Alice Street to 85m north thereof
St. Andrew Street	Both	Kathleen Street to Exhibition Street
Short Street	Both	Toronto Street to Ontario Street
Simcoe Street	Both	Victoria Road S. to the westerly limit
Spring Street	North	King Street to Delhi Street

Schedule C
to By-law Number (2020) – 20544

Schedule XXII
to By-law Number (2002) – 17017

PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>
Spring Street	South	Arthur Street N. to northerly limit
Stanley Street	South	Kathleen Street to Exhibition Street
Stuart Street	East	Grange Street to Lemon Street
Stuart Street	West	Lemon Street to Palmer Street, Apr 1 to Oct 31
Sultan Street	South	Edinburgh Road N. to the C.N.R.
Tiffany Street	North	Dufferin Street to the easterly limit
Tiffany Street	North	Woolwich Street to Dufferin Street
Torrance Crescent	Both	Westmount Road to Kathleen Street
Walter Street	Both	Empire Street to Elizabeth Street
Wood Street	West	Manitoba Street to Ontario Street

The Corporation of the City of Guelph

By-law Number (2020) – 20545

A by-law to confirm proceedings of a meeting of Guelph City Council held November 23, 2020.

The Council of the Corporation of the City of Guelph enacts as follows:

1. Subject to Section 3 of this by-law, every decision of Council taken at the meeting at which this by-law is passed, and every resolution passed at that meeting, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
2. The execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at this meeting, are hereby authorized.
3. Nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed, shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

Passed this twenty-third day of November, 2020.

Cam Guthrie, Mayor

Stephen O'Brien, City Clerk