



AGENDA

REGULAR MEETING OF COUNCIL
Monday, September 23th, 2024 at 6:00 PM
IN THE CIVIC CENTRE COUNCIL CHAMBERS

Members of Council and the public may access the meeting, electronically, as follows:

Dial: 1-800-974-5902
Conference ID: 9076440

KINDLY TURN OFF ALL CELL PHONES FOR THE DURATION OF THE MEETING

1. CALL MEETING TO ORDER 6:00 p.m.

INDIGENOUS LAND ACKNOWLEDGEMENT

The Municipality of Chapleau is situated on the ancestral treaty and title lands of the Anishinabe and Cree peoples in the Treaty 9 area, and recognizes the neighbouring First Nations of Brunswick House, Chapleau Cree, Chapleau Ojibwe, Michipicoten and Missanabi Cree.

We acknowledge the long history of First Nations and Metis People in Ontario and show respect to them today.

2. APPROVAL OF AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. DELEGATIONS

5. COMMITTEE OF ADJUSTMENT – None

6. CONSENT AGENDA

Items listed under the Consent Agenda are considered routine and will be enacted in one motion. A member of Council may request one or more items to be removed from the Consent Agenda for separate discussion and/or Action.

6.1 Council and Committee Meeting Minutes

6.1.1 Regular Council Meeting Minutes for Monday, September 9, 2024

7. BUSINESS

- 7.1 Administration Fee for Second Notice on Account Arrears
- 7.2 Canteen Licence Extension Agreement – Bienvenue Café & Restaurant
- 7.3 Update for Street Sweeping of Sand on Township Roads
- 7.4 Rural Community Immigration Pilot and the Francophone Community Immigration Pilot

8. ACCOUNTS PAYABLE

9. RESOLUTIONS

- 9.1 By-Law 2024-32 Being a By-Law to authorize the Mayor and CAO to execute a rental agreement between the Corporation and the Chapleau Curling Club.
- 9.2 By-law 2024-33 Being a By-law to authorize the retention and destruction of certain records of the Corporation.

10. CORRESPONDENCE

- A. Town of Rainy River resolution regarding changes to the Municipal Elections Act, 1996 dated September 9, 2024.
- B. The Township of McGarry resolution regarding the Public Health phasing out free provincial water testing services for private drinking wells dated September 10, 2024.
- C. Township of the Lake of Bays resolution regarding changes to the Municipal Elections Act dated September 10, 2024.
- D. Town of Tillsonburg – Cellular Coverage Resolution Letter

11. IN CAMERA

- 11.1 In Camera Session Meeting Minutes for the Regular Council Meeting of September 9, 2024. *
- 11.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to *Ontario Municipal Act, Section 239(2)(b)*
 - Human Resources
 - Firefighter Recruitment *

Matters Arising from In Camera Session

12. CONFIRMATORY BY-LAW

13. ADJOURNMENT

CONSENT AGENDA



REGULAR MEETING OF COUNCIL
MONDAY, SEPTEMBER 9, 2024 at 6:00 PM
IN THE CIVIC CENTRE COUNCIL CHAMBERS

Attendance:

Council: Mayor Ryan Bignucolo
Deputy Mayor Lisi Bernier
Councillor Cathy Ansara
Councillor Alex Lambruschini
Councillor Paul Bernier

Staff: Judith Meyntz, CAO
Réjean Raymond, Operations Director

Guests: 0

Attendees: 3

1. CALL MEETING TO ORDER

THAT the Council of the Corporation of the Township of Chapleau does hereby call the Regular Council Meeting of Monday, September 9, 2024 to order at 6:00 p.m.

INDIGENOUS LAND ACKNOWLEDGEMENT

The Municipality of Chapleau is situated on the ancestral treaty and title lands of the Anishinabe and Cree peoples in the Treaty 9 area, and recognizes the neighbouring First Nations of Brunswick House, Chapleau Cree, Chapleau Ojibwe, Michipicoten and Missanabi Cree.

We acknowledge the long history of First Nations and Metis People in Ontario and show respect to them today.

2. APPROVAL OF AGENDA

RESOLUTION 14-212:

P. BERNIER – A. LAMBRUSCHINI

WHEREAS the Members of Council have been presented with an Agenda for the Regular Council Meeting of Monday, September 9, 2024;

BE IT RESOLVED THAT the Agenda be adopted as presented.

Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST**

Mayor Bignucolo requested that any pecuniary interest be declared for the record.
None Declared.

4. **DELEGATIONS:** None

5. **COMMITTEE OF ADJUSTMENT** - None

6. **CONSENT AGENDA**
RESOLUTION 14-213:
C. ANSARA – L. BERNIER

WHEREAS the Council of the Township of Chapleau has reviewed the Consent Agenda consisting of:

- 6.1 Council and Committee Meeting Minutes
 - 6.1.1 Regular Council Meeting Minutes for Monday, August 26, 2024

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Chapleau does hereby approve the Regular Council Meeting Minutes for Monday, August 26, 2024.

Carried.

7. **BUSINESS**
RESOLUTION 14-214:
L. BERNIER – P. BERNIER

- 7.1 New Snow Plow Blade for Airport – Report R. Raymond

THAT the Council for the Township of Chapleau approves the recommendation from Staff to use Timmins Mechanical Solutions, Timmins Ontario for the price of \$44,717.50 plus HST for the new Snow Plow Blade for the Airport.

Carried.

RESOLUTION 14-215:
P. BERNIER – A. LAMBRUSCHINI

- 7.2 SSCHS – Request for Handi-Transit service for Fall Fair

THAT the Council of the Township of Chapleau does hereby want to support the Seniors in our Community;

AND THAT Council does hereby approve the use of the Handi Transit Bus for the Fall Fair, Friday October 18th, 2024 from 4:00 pm to 7:00 pm and Saturday October 19th, 2024 from 11:00 am until 3:00 pm;

Carried.

- 7.3 Hydro One Community BBQ Event – Tuesday September 17, 2024
No Resolution – Just for information

Clerk’s Note: There will be an event at the water front on Tuesday September 17, 2024 for all of Chapleau Residents by Hydro One. A barbeque dinner will be supplied

- 7.4 Biomass Energy Project in Chapleau
No Resolution – Just for information

Clerk’s Note: There is a feasibility study underway in Chapleau to assess the use of biomass energy (wood shavings from the Mill) to heat the hospital, two schools, the arena and eventually possibly homes.

**8. ACCOUNTS PAYABLE
RESOLUTION 14-216:
L. BERNIER – C. ANSARA**

THAT the Council of the Corporation of the Township of Chapleau does hereby receive for information the Accounts Payable listing in the amount of \$339,260.70 for the period ending September 4, 2024.

Carried.

9. RESOLUTIONS : None

**10. CORRESPONDENCE:
RESOLUTION 14-217:
P. BERNIER – A. LAMBRUSCHINI**

- A. Township of Russell resolution to support AMCTO Provincial Updates to the Municipal Elections Act
- B. City of Orillia resolution regarding a request for the Province to support family physicians

THAT the Council of the Township of Chapleau receives the Correspondence from the September 9th, 2024 Council Agenda with no items extracted for discussion.

Carried.

**11. IN CAMERA:
RESOLUTION 14-218:
C. ANSARA – L. BERNIER**

Adjourn to In Camera Session

THAT the Corporation of the Council of the Township of Chapleau move into In Camera Session on Monday, September 9, 2024 at 6:14 p.m. for the following matters:

- 11.1 In Camera Session Meeting Minutes for the Regular Council Meeting of August 26, 2024. *
- 11.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to *Ontario Municipal Act, Section 239(2)(b)*
- Human Resources (4 Items) *
- 11.3 A proposed or pending acquisition or disposition of land by the municipality or local board, pursuant to *Ontario Municipal Act, Section 239(2)(c)*
- Potential Sale of Municipal Property

Reconvene to Regular Meeting

RESOLUTION 14-219:
L. BERNIER – P. BERNIER

THAT this meeting be reconvened to a Regular Meeting at 7:15 p.m.

Matters Arising from In Camera Session

RESOLUTION 14-220:
P. BERNIER – A. LAMBRUSCHINI

- 11.1 In Camera Session Meeting Minutes for the Regular Council Meeting of August 26, 2024.

THAT the Council of the Township of Chapleau does hereby approve the In-Camera Minutes for August 26, 2024 as presented.

Carried.

RESOLUTION 14-221:
L. BERNIER – C. ANSARA

- 11.2a Salaried Employees Manual

THAT the Council of the Township of Chapleau does hereby approve the updated changes to the Salaried Employees as detailed below;

NOW THEREFORE the Council enacts the following:

That Council revise the all non-Union employee's grid/ by for 2024, 4% for 2025, 3.5% for 2026, 3%, for 2027, 2% and for 2028, 2.5%

AND FURTHERMORE, make the following highlighted changes to the salaried employee's manual;

OPTICAL PLAN

The Corporation pays \$450.00 every two years for employees and dependants for eyewear.

DRUG PLAN

All full time and part time employees are covered by the Canada Life prescription drug plan as of their full time start date of employment. The Corporation pays 100% of the annual premium which covers 90% of your prescription costs. Paramedical benefits which covers 50% of the total cost up to \$500.00

CLOTHING ALLOWANCE

If the Department Head works outside and requires special equipment such as boots or safety clothing, an allowance of up to \$350.00 per year for boots and for safety equipment such as jacket, coveralls, reflective clothing as per CAO or Operations Director on a need basis for a full-time employee.

VACATIONS

Effective January 1, 2025 Full time and part time employees shall be granted vacations with pay in accordance with following schedule, part time calculated on a percentage basis:

- After one completed year of service - 2 weeks at full pay. 4%
- After three completed years of service - 3 weeks at full pay. 6%
- After seven completed years of service - 4 weeks at full pay. 8%
- After thirteen completed years of service - 5 weeks at full pay. 10%
- After twenty completed years of service - 6 weeks at full pay. 12%
- At age 55, with a minimum of 5 years service - 1 additional week at full pay. 2%

BEREAVEMENT LEAVE

If requested by an employee, a leave of absence with pay shall be granted to a maximum of five (5) days where death occurs in the employee's immediate family being limited to the employee's mother, father, sister, brother, spouse, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, grandchildren, step children, grandparents, or such other relative as may have been a member of the employee's household at the time of death. An employee shall be granted to a maximum of three (3) days where a death occurs for the following relatives and they are defined to mean: the employee's step mother, step father, aunts and uncles.

RESOLUTION 14-222:

P. BERNIER – A. LAMBRUSCHINI

11.2d Senior's Active Living Community Grant

THAT the Council of the Township of Chapleau does hereby support the need for a program expansion of the Senior's Active Living Community grant program;

AND THAT the Council does commit to \$3,811.50 for 2024 to donate to the

Chapleau Health Services for the Senior's Active Living Community Grant Program;

Carried.

**12. CONFIRMATORY BY-LAW
RESOLUTION 14-223:
A. LAMBRUSCHINI – P. BERNIER**

THAT By-law No. 2024-31, being a confirmatory by-law for the Regular Council Meeting of Monday, September 9, 2024 be given a First, Second, Third and final reading and is passed as of this date.

Carried.

**13. ADJOURNMENT
RESOLUTION 14-224:
L. BERNIER – C. ANSARA**

WHEREAS the business of the Meeting has concluded:

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 7:18 p.m. until the Regular Council meeting of Monday, September 23rd, 2024 at 6:00 p.m. or the call of the Chair.

Carried.

Ryan Bignucolo Mayor

Judith Meyntz CAO

BUSINESS

REPORT TO COUNCIL

Date:	September 23, 2024
Subject:	Administration Fee (Change to Fee Schedule)
Prepared by:	Judith Meyntz, AOMC, CAO

We are pleased to report that we are having some success on aged accounts where water, sewer and landfill costs are involved. However, we have uncovered a small group who repeatedly allow their accounts to lapse for just over 6 months and right before the day that we shut off services, they are running into the Municipal Offices to pay. Albeit we are pleased to get the payment, we have had to incur a lot of extra work and costs in notices to these homes in order to get this payment.

Once an account is two payments in arrears (we bill quarterly, so this means the customer has not paid their bill for more than 6 months) we have been sending out monthly statements requesting payment. Now that they are 6 months in arrear, they receive a personalized letter requesting payment. Two weeks pass and then the customer is sent another letter by Purolator demanding payment and informing the customer if the bill is not paid within 2 weeks, their services will be shut off. Once we get to the “shut off date”, we then personally deliver any “Dear Tenant” letters (in the case of rental properties) notifying that the was services will be shut off due to non-payment.

Most accounts are paid before the second letter, long before we have to shut off the accounts, however there seems to be a group who like to take non-payment to the very limit whereby we have incurred many costs and there is no penalty to the customer for non-payment.

We would like to include an Administration Fee for these accounts. We feel that if we tell them that an Administration Fee will be added to their accounts at the First Letter step in the process, this may entice the customer to make their payment before we incur the additional costs. If they continue to pay at the last minute, we cover our costs for the extra work.

Report respectfully submitted:



Judith Meyntz, AOMC,
Chief Administrative Officer

BY-LAW 2023-66		2024 Rate	Price with HST
ENVIRONMENTAL SERVICES			
WATER WORKS			
Water Connection - Turn On		\$ 45.00	NO HST
Water Disconnection - Turn Off		\$ 45.00	NO HST
Administration Fee for Notice of Late Payment leading to 2nd Warning Letter		\$ 100.00	NO HST
Water Thawing (reg. work hrs)			
	1st Time	\$ 210.00	NO HST
	2nd Time	\$ 270.00	NO HST
	3rd Time	\$ 380.00	NO HST
Any of the above services on Weekend & holidays minimum 4 hrs see PW rates below.		\$ -	NO HST
		\$ -	
Fresh Water Bulk dispensing fee up to 10,000L per fill up		\$ 126.00	NO HST
Fresh Water Bulk dispensing fee over 10,001L up to 16,000L per fill up		\$ 150.00	NO HST
Application for new water and sewer connection will be submitted by the property owner to the township for review, approval and costing. Fees are to be paid in advance.			
PUBLIC WORKS SERVICES (Work on private property)			
Operator's wages - regular time per hour		\$ 44.40	\$ 50.17
Operator's wages - overtime minimum 4hrs per hour		\$ 66.60	\$ 75.26
Operator's wages - double time during holidays minimum 4 hrs per hour		\$ 88.80	\$ 100.34
Material & Supplies cost plus 15%		15%	\$ 0.17
Backhoe per hour		\$ 70.10	\$ 79.21
Loader per hour		\$ 111.90	\$ 126.45
Street Sweeper per hour		\$ 148.75	\$ 168.09
Pickup Truck per hour		\$ 34.14	\$ 38.58
1 Ton Pickup Truck per hour		\$ 70.71	\$ 79.90
Electric Auger per hour		\$ 16.74	\$ 18.92
Gas Powered Auger per hour		\$ 16.74	\$ 18.92
Water Pick per hour		\$ 16.74	\$ 18.92
Thomson Steamer per hour		\$ 58.98	\$ 66.65
DBH per hour		\$ 103.30	\$ 116.73
Plow Truck per hour		\$ 206.60	\$ 233.46
Loader with Blower per hour		\$ 368.78	\$ 416.72
Disposal of Sand St. Sweeper per load		\$ 105.37	\$ 119.07
Fuel Service charge as per market rate (equipment only)		\$ -	\$ -
Sewer Camera Inspection weekday		\$ 154.95	\$ 175.09
Sewer Camera Inspection weekend		\$ 599.14	\$ 677.03
Sewer Camera Inspection holiday		\$ 795.41	\$ 898.81
Rates updated on January 1st of each year by staff			

ACCOUNTS PAYABLE

TOWNSHIP OF CHAPLEAU

COUNCIL CHEQUE REGISTER

Ck No.	Ck Date	Vendor Name	Invoice Description	Amount
12920	5-Sep-24	ST DENIS, PAUL KENNETH	VISION CARE - DAUGHTER PAUL	\$ 100.00
12921	17-Sep-24	1206193 ONTARIO LTD.	SHIPPING CHARGES	69.73
12921	17-Sep-24	1206193 ONTARIO LTD.	SHIPPING CEMETERY DRY ICE	126.4
12922	17-Sep-24	RECEIVER GENERAL - PAYROLL	REMITTANCE SEPTEMBER 1-15	18269.44
12923	17-Sep-24	ADB SAFEGATE CANADA INC.	TRANSFORMER/MALE PLUG KIT	1164.06
12924	17-Sep-24	AECOM CANADA LTD	DUFFERIN UPGRADES CPKC AGREEMENT	7794.63
12924	17-Sep-24	AECOM CANADA LTD	PED. BRIDGE REPAIR	10411.82
12925	17-Sep-24	ALGOMA KINNIWABI TRAVEL ASSOC.	2024-25 ASPA TRAIL MAP	384.2
12925	17-Sep-24	ALGOMA KINNIWABI TRAVEL ASSOC.	2025 OUTDOOR ADVENTURE MAP	395.5
12926	17-Sep-24	A.M.S TOWING AND RECOVERY	AIRPORT FUEL TRUCK NO START INSPECTION	169.5
12927	17-Sep-24	CANADA'S BIG TRUCK RENTAL	REFUSE TRUCK RENTAL EARLY RETURN CREDIT	-3032.14
12927	17-Sep-24	CANADA'S BIG TRUCK RENTAL	REFUSE TRUCK RENTAL REPAIRS & TIRES	5859.72
12928	17-Sep-24	CALE'S CONTRACTING AND REPAIRS	BACKHOE RENTAL - 10 TEAK ST.	435.05
12929	17-Sep-24	CHAPLEAU VILLAGE SHOPS INC	RUBBER BOOTS	225.99
12930	17-Sep-24	EMCO CORPORATION	VALVE EXERCISOR/COUNTER/CARRYING CASE	6202.57
12931	17-Sep-24	FORTIN, MICHAEL	WATER HAUL NEWMONT SEPTEMBER 10TH	127.21
12932	17-Sep-24	GAUTHIER AUTOMOTIVE SPORTS MARINE	OIL CHANGE & INSPECTION	226.92
12932	17-Sep-24	GAUTHIER AUTOMOTIVE SPORTS MARINE	2017 - DODGE REPAIRS	1917.38
12933	17-Sep-24	HYDRO ONE NETWORKS INC	HYDRO AUGUST - LANDFILL GARAGE	52.9
12933	17-Sep-24	HYDRO ONE NETWORKS INC	HYDRO AUGUST - LANDFILL OFFICE	66.26
12933	17-Sep-24	HYDRO ONE NETWORKS INC	HYDRO AUGUST - PW GARAGE	244.99
12933	17-Sep-24	HYDRO ONE NETWORKS INC	HYDRO AUGUST - AIRPORT	281
12934	17-Sep-24	LAY, LISA VIVIAN	WATER HAUL NEWMONT SEPTEMBER 10TH	127.21
12935	17-Sep-24	1763995 ONTARIO LTD	EMERGENCY BACKUP POWER MODIFICATIONS	192050.28
12936	17-Sep-24	MCDOUGALL ENERGY INC.	180.5L FUEL PLOW	300.22
12936	17-Sep-24	MCDOUGALL ENERGY INC.	CARD LOCK FUEL	363.01
12936	17-Sep-24	MCDOUGALL ENERGY INC.	FUEL CARD LOCK	556.92
12936	17-Sep-24	MCDOUGALL ENERGY INC.	1,900.1L GAS PW	2753.95
12937	17-Sep-24	MCEACHREN, JONATHAN	EMERGENCY SERVICE CALL - COFFEE	87.5
12938	17-Sep-24	NEW NORTH FUELS INC.	CARD LOCK FUEL AUGUST	3238.09
12939	17-Sep-24	ONTARIO CLEAN WATER AGENCY	OXIDATION REDUCTION PROBE	966.62
12939	17-Sep-24	ONTARIO CLEAN WATER AGENCY	LIFTING DEVICE INSPECTIONS	1028.3
12939	17-Sep-24	ONTARIO CLEAN WATER AGENCY	LIFT STATION CONFINED SPACE STANBY PERSON	1607.5
12939	17-Sep-24	ONTARIO CLEAN WATER AGENCY	WATER PLANT/SEWER OPERATIONS SEPTEMBER	33678.84
12940	17-Sep-24	OUELLETTE, PAULINE	TRANSLATION NEWS LETTER	169.02
12941	17-Sep-24	OUELLETTE, CAROLE	AUGUST WORK KM & WORK BOOTS	257.37
12942	17-Sep-24	PUROLATOR INC	SHIPPING CHARGES	46.96
12943	17-Sep-24	QUATTRA SCS	FIRE DEPT. BATTERIES	583.08
12944	17-Sep-24	RAYMOND, REJEAN	SAFETY LENS - REJEAN	205
12945	17-Sep-24	TOROMONT CAT	TOROMONT LOADER MARC CHARGES - AUGUST	421.49
12946	17-Sep-24	TRUCKZ & BINZZ	REFUSE COMPATOR - FILTERS/SWITCH/SOLENOID	856.44
12947	17-Sep-24	VIANET	INTERNET SEPTEMBER	403.01
				\$ 291,193.94

RESOLUTIONS

THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU

BY-LAW NO. 2024-32

**Being a By-Law to authorize the Mayor
and CAO to execute a rental agreement
between the Corporation and the
Chapleau Curling Club.**

WHEREAS the Chapleau Curling Club wishes to provide curling for the residents of Chapleau for the 2024-2025, 2025-2026 and 2026-2027 winter seasons on behalf of the Township of Chapleau; And

WHEREAS the Council wishes to execute a rental agreement between the Corporation and the Chapleau Curling Club for this purpose;

NOW THEREFORE the Council of the Township of Chapleau ENACTS AS FOLLOWS:

1. That the Mayor and CAO be and they are hereby authorized to execute a rental agreement between The Corporation and the Chapleau Curling Club.
2. That the Agreement labelled as Schedule "A" attached hereto shall be declared to be part of this By-Law.
3. That this By-Law shall come into force and take effect on the 23rd day of September 2024.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of September 2024.

Ryan Bignucolo

Mayor

Judith Meyntz

CAO

**THE CORPORATION OF THE TOWNSHIP OF
CHAPLEAU**

**By-Law 2024-33
Being a By-Law to authorize the retention
and destruction of certain records of the Corporation**

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

AND WHEREAS Section 255(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended provides that records of a municipality or a local board may be destroyed if a retention period for the records has been established, and the retention period has expired;

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

NOW THEREFORE the Council of the Corporation of the Township of Chapleau **HEREBY ENACTS** as follows:

1. DEFINITIONS

- 1.1 “Auditor” means the person or firm appointed by the Council of the Township of Chapleau from time to time to perform the annual audit of the records of the Township of Chapleau.
- 1.2 “Classification” means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
- 1.3 “Clerk” means the Clerk of the Corporation of the Township of Chapleau.
- 1.4 “Destroy” means the process of eliminating or deleting data, documents, and records so that the recorded information no longer exists.
- 1.5 “Disposition” means the documented process that changes the status of a records, including retention, destruction, loss or transfer of custody or ownership.
- 1.6 “Files” has the same meaning as “records” and may be used interchangeably.

- 1.7 “Official Records” means recorded information in any format or medium that documents the Township’s business activities, rights, obligations or responsibilities, or recorded information that was created, received, distributed or maintained by the Township in compliance with a legal obligation. Official Records shall be classified, and either captured electronically or physically for storage.
- 1.8 “Records” means information however recorded or stored, whether in printed form, on file, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence memoranda, plans, maps, drawings, photographs and films. This includes, but is not limited to: email and records stored on laptops or other personal electronic devices, CDs, DVDs, and USB keys. Records created or in the custody of consultants, contractors or volunteers performing work for the City may be under the control of the Township and subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- 1.9 “Retention Period” means the period of time during which records must be kept by the Township before they may be disposed of.
- 1.10 “Retention Schedule” means a control document that describes the Municipality’s records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes, on a continuing basis, the destruction of the remaining records at the end of a specified retention period of the occurrence of specified actions or events.

Records retention schedules serve as the legal authorization for the disposal of Township records.

- 1.11 “Temporary Records” means correspondence and documents that have a short-term value which are:
- a) Often created in preparation of a subsequent Official Record;
 - b) Not needed to support or provide evidence for operations, making decisions or accounting for organizational activities;
 - c) Of limited usefulness, created or received by staff, volunteers and Council in carrying out their activities;
 - d) Of no ongoing value beyond an immediate and minor transaction to complete a task;
 - e) Not regularly filed under the Township’s records classification system;

f) Not required to meet statutory obligations and can be disposed of once it is no longer useful.

1.12 “TOMRMS” means The Ontario Municipal Records Management System which is the Township’s Retention By-law for standardized file classification.

1.13 “Township” means the Corporation of the Township of Chapleau.

1.14 “Vital Record” means those that record information that is essential to the operations of the Township, necessary to re-create the Township’s legal and financial position, and necessary to preserve its claims and rights to other levels of government and stakeholders.

2. DEFINITIONS OF RETENTION SYMBOLS

2.1 “S” means “Superseded”. A file with this retention limit is transferred or destroyed when it has been replaced.

2.2 “E” means “Event”. A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way.

2.3 “P” means “Permanent”. A file with this retention limit is never destroyed.

2.4 “***” means “Subject to Archival Selection”. Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records will be set aside for review and culling to assess their archival value prior to destruction.

3. RETENTION SCHEDULE

3.1 The retention periods for the records of the Township of Chapleau as outlined in Schedule “A” hereto and forming part of the By-Law, are hereby adopted and established as the retention periods for each such record.

3.2 The Clerk shall administer this By-Law and shall ensure that the retention periods set out in Schedule “A” attached hereto, complies with all relevant legal requirements for records retention.

3.3 All records within the Township’s custody shall comply with the requirements of this By-Law and associated policies and procedures.

3.4 The retention schedule shall be the minimum period for retention of records. Senior Management of the Township, with the Clerk’s consent, have the right to extend the retention period if the records are under their

supervision, and a valid reason is given for the extension.

- 3.5 The retention schedule, principles, record storage and protection, compliance audits, and suspension of policy shall apply to all hard copy and electronic form(s) of records.

4. CLERK OR DESIGNATE

The Clerk shall:

- 4.1 Develop and administer policies and procedures for the Township's Records Management Program;
- 4.2 Amend Schedule "A" of this By-Law as required, and obtain approval of the changes from Council;
- 4.3 Ensure that Official Records are preserved and disposed of in accordance with Schedule "A" attached hereto.

5. ELECTRONIC SCANNING

- 5.1 Official Records, and specifically Vital Records shall be preserved through the process of electronic scanning and upon the best of the Township's financial and personnel capabilities.

6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

- 6.1 The following principles govern the destruction of Official Records:
 - a) When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
 - b) Official Records pertaining to a pending or actual investigation or litigation, shall not be destroyed;
 - c) Official Records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.
- 6.2 Official Records in the custody or control of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto.
- 6.3 Copies of Official Records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

- 6.4 In the event of any conflict between this By-Law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario, such statute or regulation shall prevail. If changes in an Act or pending legislation require the retention of any documents or records beyond the period stipulated in this By-Law, then such documents or records shall be retained according to such requirements.
- 6.5 As part of the regular process for the disposal of records and subsequent to any destruction of records, such destruction shall be authorized in writing, by completing a Corporate Records Destruction Form, by the Department Head and the Clerk. The Destruction Form is attached as Schedule “B” to this By- Law.
- 6.6 The Corporate Records Destruction Form when completed, will note the TOMRMS class code for each record, description, and the period of time the record relates to. The form shall also state the method of destruction and the destruction date.
- 6.7 The Clerk and/or the Records Management Coordinator has the authority to destroy records, provided that they have been retained until the retention period as outlined in Schedule “A” has expired, and has received the appropriate authorization from the Department Head.

7. ARCHIVAL OF RECORDS

- 7.1 Such records listed as “Subject to Archival Selection” will be preserved to the standards of the County of Simcoe Archives and shall be transferred upon the transfer date selected by the County of Simcoe Archives, which shall occur once during a calendar year.

8. RECORDS STORAGE AND PROTECTION

- 8.1 Records will be stored in a manner that prevents loss through misplacement, deterioration, accidental destruction, theft, and unauthorized or inappropriate access. They shall be stored in a manner that ensures their continued readability.
- 8.2 Records will be stored in a protected environment for the duration of their scheduled retention.

9. COMPLIANCE AUDITS

- 9.1 Compliance with records retention will be reviewed on a scheduled and/or random basis.

10. SUSPENSION OF POLICY

- 10.1 In the event of a notice of a potential litigation, claim, audit or investigations for which the Township may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.
- 10.2 Suspension shall be initiated before the expiration of a retention period and will be in effect until the completion of the action or until the expiration of the retention period, whichever is later.

11. SHORT TITLE

- 11.1 This By-Law shall be known as the “Records Retention By-Law”.

12. REPEAL OF BY-LAW

- 12.1 That By-Law 94-29 including all schedules, is hereby repealed.

13. APPROVAL OF BY-LAW

This By-Law shall not take effect until the Auditors of the Corporation of the Township of Chapleau have approved this By-Law by endorsing their names at the end thereof.

This By-Law shall come into force and take effect upon the enactment thereof.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of September, 2024.

Ryan Bignucolo Mayor

Judith Meyntz CAO

**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

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

**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

A - ADMINISTRATION

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
A00	Administration – General	Originating	N	1	
A01	Associations and Organizations	Originating	N	1	
A02	Staff Committees and Meetings	Originating	Y	4**	
A03	Computer Systems and Architecture Information	Treasury	Y	S+6	
A04	Conferences and Seminars	Originating	N	1**	Only those sponsored by the Municipality are subject to archival review
A05	Consultants	Originating	N	2**	
A06	Inventory Control	Originating	N	6	
A07	Office Equipment and Furniture	Originating	N	E	E= Disposal of Item
A08	Office Services	Originating	N	1	
A09	Policies and Procedures	Originating	Y	P**	
A10	Records Management	Clerk’s	N	S	
A11	Records Disposition	Clerk’s	Y	P	
A12	Telecommunications Systems	Originating	N	S	
A13	Travel and Accommodation	Originating	N	1	
A14	Uniforms and Clothing	Originating	N	S**	
A15	Vendors and Suppliers	Originating	N	2	
A16	Intergovernmental Relations	Originating	N	5**	
A17	Accessibility of Records (FOI)	Clerk’s	Y	E+4**	E= Final Decision

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
A18	Security	Originating	Y	5	
A19	Facilities Construction and Renovations	Originating	Y	E+2**	E= Project Finished Drawings are to be kept permanently
A20	Building and Property Maintenance	Originating	N	5	
A21	Facilities Bookings	Originating	N	1	
A22	Accessibility of Services	Originating	N	5	No retention requirements
A23	Information Systems Production Activity & Control	Treasury	Y	2	
A24	Access Control & Passwords	Treasury	Y	2	
A52	Correspondence	Originating	N	E+2**	

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**Schedule "A" of By-Law 2024-33
Records Retention Destruction List**

B - BUILDING

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
B00	Building – General	Building	N	10	
B01	Statistics	Building	N	10	
B02	Forms	Building	N	10	
B03	Studies and Reports	Building	Y	10	
B04	Accessibility	Building	N	10	
B05	Complaints & Investigations	Building	N	10	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

C - COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
C00	Council and By-Laws – General	Originating	Y	1	
C01	By-Laws	Clerk’s	Y	p**	Copy Retention = S
C02	By-Laws – Other Municipalities	Clerk’s	N	S	
C03	Council Agendas	Clerk’s	Y	S+10	
C04	Council Minutes	Clerk’s	Y	p**	
C05	Council Committee Agendas	Clerk’s	Y	S+10	
C06	Council Committee Minutes	Clerk’s	Y	p**	
C07	Elections	Clerk’s	Y	E+4	E= Day action took effect or voting day Ballots E= 120 days after voting or resolution of recount
C08	Goals and Objectives	Originating	N	S**	
C09	Motions and Resolutions	Clerk’s	Y	p**	Copy retention 1 year
C10	Motions and Resolutions – Other Municipalities	Clerk’s	N	S	
C11	Reports to Council	Clerk’s	Y	p**	
C12	Appointments to Boards and Committees	Clerk’s	Y	p**	
C13	Boards and Committees - General	Clerk’s	N	E+5**	E= When document was created
C14	Oaths and Affidavits	Clerk’s	Y	E+2	E= Until successor takes office, or expiry
C50	Petitions	Clerk’s	N	5	
C51	Electoral Review	Clerk’s	Y	E+4**	

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

**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

D - DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
D00	Development and Planning – General	Originating	N	1	
D01	Demographic Studies	Planning	Y	10**	
D02	Economic Development	Planning	Y	10**	
D03	Environmental Planning	Planning	Y	S+5**	
D04	Residential Development	Planning	Y	10**	
D05	Natural Resources	Planning	Y	2**	
D06	Tourism Development	Planning	N	10**	
D07	Condominium Plans	Planning	Y	P	Applications destroyed 2 years after final decision
D08	Official Plans	Clerk’s	Y	P**	Copy retention = S
D09	Official Plan Amendment Applications	Planning	Y	E+5	E= Final Decision
D10	Severances	Planning	Y	E+5	E= Final Decision
D11	Site Plan Control	Planning	Y	P	Applications destroyed 2 years after final decision
D12	Subdivision Plans	Planning	Y	P	Applications destroyed 5 years after final decision
D13	Minor Variances	Planning	Y	P	E= Final Decision
D14	Zoning By-Law	Planning	Y	E+2	E= Final Decision
D15	Easements	Planning	Y	E+6**	E= Termination of right
D16	Encroachments	Planning	Y	E+6**	E= Termination of right

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
D17	Annexation/Amalgamation	Clerk’s	Y	P**	
D18	Community Improvement Projects	Planning	N	E+6**	E= Completion of Project
D19	Municipal Addressing	Planning	Y	S+10**	
D20	Reference Plans	Planning	Y	P	
D21	Industrial/Commercial Development	Planning	Y	10**	
D22	Digital Mapping	Planning	Y	S	Excludes the actual data residing on these systems
D23	Agricultural Development	Planning	N	10**	
D24	Background Reports for Official Plan	Planning	N	S+5	
D25	Archaeology and Culture	Planning	N	10**	
D26	Source Water Protection	Planning	Y	P**	
D27	Legislation and Policy	Planning	N	10**	
D28	Design Guidelines and Standards	Planning	Y	P**	
D29	Adjacent Municipalities	Planning	N	10**	
D30	Reference Library	Planning	Y	S+2**	
D31	Planning Staff Folders	Planning	N	S	
D32	Application Index	Planning	Y	P	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
D33	Property Database	Planning	Y	P	
D34	Forms, Notices and Processes	Planning	Y	S+5**	
D35	Project Files	Planning	N	E+5**	E= Final Decision/ Completion of File
D36	Part Lot Control	Planning	Y	E+5	E= Final Decision
D37	Deeming	Planning	Y	E+5	E= Final Decision
D38	Community Improvement Plan	Planning	N	E+5	E= Final Decision

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

E - ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
E00	Environmental Services – General	Enviro Services	N	1	
E01	Sanitary Sewers	Enviro Services	Y	E+5**	E= Completion of project As constructed drawings are kept permanently Master record maintenance is kept permanently Specifications are kept Permanently
E02	Storm Sewers	Public Works	Y	C+6**	C= Current year Specifications are kept Permanently
E03	Sewer Plants and Pump Stations	Enviro Services	Y	5	Specifications are kept Permanently
E04	Trees	Public Works	N	5	Studies and Inventories are kept Permanently
E05	Air Quality Monitoring	Enviro Services	Y	E+2**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	Enviro Services	Y	5**	
E07	Waste Management	Enviro Services	Y	10**	
E08	Water Works	Enviro Services	Y	15	QMS Documents and Operation Plan are kept until Superseded Specifications are kept Permanently
E09	Drains	Public Works	Y	E+7**	E= Submission of the written report required by clause c) or for such longer period as the Director notifies the licensee in writing. Specifications are permanent
E10	Pits and Quarries	Public Works	Y	5**	Specifications are kept for the life of the pit or quarry
E11	Nutrient Management	Enviro Services	Y	5**	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
E12	Private Sewage Disposal Systems	Enviro Services / Building	Y	P	
E13	Water Monitoring	Enviro Services	Y	15	
E14	Water Sampling	Enviro Services	Y	15	
E15	Chemical Sampling of Water	Enviro Services	Y	S+15	S= Superseded
E16	Backflow Prevention and Cross Connection Control	Enviro Services	Y	15	
E17	Energy Management	Originating	N	E+7	E= End of reporting period to which relates
E18	Natural Heritage	Originating	N	E+3	E= End of designated year
E19	Renewable Energy	Originating	N	50	
E20	Engineering Standards	Enviro Services	N	S+2	S= Superseded
E21	Development and Service Changes	Enviro Services	N	E+2	E= When file is completed
E22	Customer Service	Enviro Services	N	5	
E23	Budgets	Enviro Services	N	E+6	E= End of designated year
E24	Capital Assets	Enviro Services	Y	P	

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**Schedule "A" of By-Law 2024-33
Records Retention Destruction List**

F - FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
F00	Finance and Accounting – General	Originating	N	S+5**	S= Superseded
F01	Accounts Payable	Finance	N	E+7	E= End of fiscal year Permission to destroy records related to the Employer Health Tax or prior to the expiration of the retention period must be obtained from the Minister of Finance Pension plans, annual information returns are kept permanently Any information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose
F02	Accounts Receivable	Finance	N	E+7	E= End of fiscal year Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject- matter of the information or complaint arose
F03	Audits	Finance	Y	7	
F04	Banking	Finance	N	7	
F05	Budgets and Estimates	Finance	Y	7**	Final Budget and detailed General Ledgers are archived

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
F09	Employee and Council Expenses	Finance	N	E+7	E= End of fiscal year
F06	Assets	Finance	Y	E+7**	E= Disposal of asset
	Annual Tangible Capital Asset Continuity Schedules	Finance	Y	P	
F07	Cheques	Finance	N	7	
F08	Debentures and Bonds	Finance	Y	E+7	E= Debentures surrendered for exchange/ cancellation Annual Repayment Limits from the Ministry are permanent
F10	Financial Statements	Finance	Y	P**	
F11	Grants and Loans	Finance	N	E+7	E= Grant finalization
F12	Investments	Finance	Y	E+7	E= Closure of account
F13	Journal Vouchers	Finance	N	E+7	E= End of the fiscal year
F14	Subsidiary Ledgers, Registers and Journals	Finance	Y	E+7**	E= End of fiscal year Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.
F15	General Ledgers and Journals	Finance	Y	P	
F16	Payroll	Finance	N	E+7	E= End of the fiscal year
	T-4 Summary and Supplementaries submitted to CRA	Finance	N	25	
F17	Purchase Orders and Requisitions	Finance	N	E+7	E= End of the fiscal year
F18	Quotations and Tenders	Finance	Y	7**	Unsuccessful bids retain for 1 year from contract award
F19	Receipts	Finance	Y	7	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

F20	Reserve Funds	Finance	N	7	
F21	Revenue	Finance	N	7	Records related to mortgages must be kept for 10 years.
F22	Taxes and Records	Finance	Y	P	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.
F23	Write Offs	Finance	N	7	Write-Off Tracking is permanent
F24	Trust Funds	Finance	Y	E+7	E= Closure of account
F25	Security Deposit	Finance	Y	E+7	E= Closure of account
F26	Working Papers	Finance	Y	E+7	E= After completion of audit
F27	Permanent Manuals	Finance	Y	P	
F28	Capital Projects	Finance	Y	E+7	E= Disposal of asset
F29	Development Charges	Finance	Y	P	
F30	Financial Information Return (FIR)	Finance	Y	P**	
F31	Taxation Working Files	Finance	N	7	
F32	Reports and Studies	Finance	N	25	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

H - HUMAN RESOURCES

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
H00	Human Resources – General	Originating	N	7	
H01	Metrics and Lists	Human Resources	N	7	
H02	Benefits and Pension Records	Human Resources	N	E+7	E= Termination of employee/ beneficiary
H03	Employee Records	Human Resources	Y	E+7**	E= Date employee ceased to be employed by employer Every licensee of a long-term care home shall ensure that the record of every former staff member of the home is retained by the licensee for at least seven years after the staff member ceases working or being employed at the home
H04	Health and Safety	Human Resources	Y	7	
H05	Human Resources Planning	Human Resources	Y	7**	
H06	Job Descriptions	Human Resources	N	S+7**	
H07	Labour Relations	Human Resources	Y	E+7**	E= Expiry of contract period
H08	Organization	Originating	Y	S+7**	
H09	Salary Planning	Human Resources	Y	7	
H10	Separations	Human Resources	Y	E+7	E= Date of separation
H11	Recruitment	Human Resources	N	7**	Unsuccessful applications kept for 2 years
H12	Training and Development	Human Resources	N	E+7**	Only courses developed and presented by the Municipality are subject to archival selection E = Date when that particular course ceases to be offered

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
H13	Claims and Employee Medical Records	Human Resources	Y	E+7	E= Resolution of claim Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker
H14	Grievances	Human Resources	N	E+7	E= Resolution of claim
H15	Employee Relations	Human Resources	N	7	
H16	Employee Medical Records – Hazardous Materials	Human Resources	Y	E+40	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record)

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**Schedule "A" of By-Law 2024-33
Records Retention Destruction List**

J - JUSTICE

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
J00	Justice - General	Originating	N	4	
J01	Certificates of Offence (Part I)	Originating	Y	8	From date of completion
J02	Control Lists Information (Part III)	Originating	Y	8	From date of completion
J03	Control Lists	Originating	Y	4	
J04	Court Dockets	Originating	Y	8	
J05	Transcripts and Records of Court Proceedings	Originating	Y	8	
J06	Enforcements and Suspensions	Originating	Y	8	
J07	Appeals and Transfers	Originating	Y	7	
J08	Statistics	Originating	Y	8	
J09	Disclosure	Originating	Y	6	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

L - LEGAL AFFAIRS

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
L00	Legal Affairs – General	Originating	N	1	
L01	Appeals and Hearings	Clerk’s	Y	P	E= Resolution of appeal
L02	Claims Against the Municipality	Clerk’s	Y	E+7**	E= Resolution of claim and all appeals Settlement agreements are kept permanently
L03	Claims by the Municipality	Clerk’s	Y	E+7**	E= Resolution of claim and all appeals
L04	Contracts and Agreements – Under By-Law	Clerk’s	Y	E+15**	E= Act or omission on which claim is based took place
L05	Insurance Appraisals	Clerk’s	Y	E+15	E= After a new appraisal has been done
L06	Insurance Policies	Clerk’s	Y	E+15	E= Expiry of policy
L07	Land Acquisition and Sale	Clerk’s	Y	E+10**	E= Property disposition
L08	Opinions and Briefs	Clerk’s	Y	S**	
L09	Precedents	Clerk’s	Y	S**	
L10	Federal Legislation	Originating	N	S	
L11	Provincial Legislation	Originating	N	S	
L12	Vital Statistics	Clerk’s	Y	P	Marriage licences 2 years
L13	Prosecutions	Originating	Y	E+7	E= Delivery of judgement
L14	Contracts and Agreements - Simple	Clerk’s	Y	E+7**	E= Expiry of contract
L15	Risk Management	Originating	N	7**	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
L16	Easements under Seal	Clerk’s	Y	P**	
L17	Trademarks, Patents and Copyright	Clerk’s	Y	S**	
L18	Deeds	Clerk’s	Y	P**	
L19	Garnishments	Finance/ Human Resources	Y	E+7	E= Closure of file

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

M - MEDIA AND PUBLIC RECORDS

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
M00	Media and Public Relations – General	Originating	N	1	
M01	Advertising	Originating	N	1**	
M02	Ceremonies and Events	Originating	N	5**	
M03	Charitable Campaigns/Fund Raising	Originating	N	1	
M04	Complaints, Commendations and Inquiries	Originating	N	5**	
M05	News Clippings	Originating	N	1**	
M06	News Releases	Originating	N	1**	
M07	Publications	Originating	N	S**	
M08	Speeches and Presentations	Originating	N	3**	
M09	Visual Identity and Insignia	Clerk’s	N	S+5**	
M10	Website & Social Media Content	Originating	N	S	
M11	Photo Waivers	Originating	Y	P	

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**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

P - PROTECTION AND ENFORCEMENT SERVICES

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
P00	Protection and Enforcement Services - General	Originating	N	1	
P01	By-Law Enforcement	Originating	Y	6**	
P02	Daily Occurrence Logs	Originating	N	5**	
P03	Emergency Planning	Originating	Y	S**	
P04	Hazardous Materials	Originating	Y	S+3	
P05	Incident/Accident Reports	Originating	Y	E+5	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file
P06	Building and Structural Inspections	Building	Y	S	E+2 for inspections, maintenance and testing related to the fire code. E= date the inspection is complete
P07	Health Inspections	Public Health	Y	S	
P08	Investigations	Originating	Y	10**	
P09	Licences	Clerk's	Y	E+2	E= Expiry of licence
P10	Building Permits	Building	Y	P	5 years off-site for residential permits
P11	Permits Other	Originating	Y	E+2	E= Expiry of permit
P12	Warrants	Police	Y	E+1	E= Execution of warrant
P13	Criminal Records	Police	Y	E+5	E= Occurrence/ investigation closed or disposition of charge

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

**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
P14	Animal Control	Originating	N	E+2	E= last year dog was licenced
P15	Community Protection Programs	Originating	N	S+2**	Video surveillance - 72 hours unless requisitioned for use. In the case where it is requisitioned for use (MFIPPA or other investigation) the S+2 would apply
P16	Emergency Services	Originating	Y	S+2	
P17	EMS Incident & Impact Reports	Originating	Y	S+5	
P18	EMS Accident Reports	Originating	Y	S+2	
P19	EMS Accident Statistics	Originating	Y	S+2	
P50	Parking Enforcement	By-Law	N	8	
P51	Crossing Guards	By-Law	N	S+2	
P52	Reporting Records Access	By-Law	Y	10	

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

**Schedule "A" of By-Law 2024-33
Records Retention Destruction List**

R - RECREATION AND CULTURE

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
R00	Recreation and Culture – General	Originating	N	1	
R01	Heritage Preservation	Clerk's	Y	E**	E= Removal of designation
R02	Library Services	Library	N	5	
R03	Museum and Archival Services	Clerk's	Y	1**	
R04	Parks Management	Parks & Recreation	Y	5**	Playground equipment maintenance records are retained permanently
R05	Recreational Facilities	Parks & Recreation	Y	5	
R06	Recreational Programming	Parks & Recreation	N	2**	
R07	Hall Boards	Originating	N	5	Minutes are to be kept permanently
R08	Recreation Master Plan	Parks & Recreation	Y	S+2	

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

**Schedule "A" of By-Law 2024-33
Records Retention Destruction List**

S - SOCIAL AND HEALTH CARE SERVICES

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
S00	Social and Health Care Services – General	Originating	N	1	
S01	Children’s Day Nursery Services	Originating	N	E+2	E= Date of last entry. Fire drills are kept 2 years and Inspection reports are kept for 2 years
S02	Elderly Assistance	Originating	N	5	Fire drills 2 years
S03	Public Health	Originating	Y	5	
S04	Cemetery Records	Clerk’s	Y	p**	

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

**Schedule "A" of By-Law 2024-33
Records Retention Destruction List**

T - TRANSPORTATION

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
T00	Transportation – General	Originating	N	1	
T01	Illumination	Public Works	Y	E+6	E= Removal of the equipment Specifications are kept permanently
T02	Parking	Public Works	N	E+6	E= Closure of lot or space
T03	Public Transit	Originating	N	E+1**	E= Closure of route/ shelter/ stop
T04	Road Construction	Public Works	Y	E+6**	E= Project finished Specifications are kept permanently
T05	Road Designing and Planning	Public Works	Y	E+6**	E= Project finished Specifications are kept permanently
T06	Road Maintenance	Public Works	Y	E+20	E= Project finished Specifications are kept permanently
T07	Signs and Signals	Public Works	Y	E+7**	E= Removal of sign/signal
T08	Traffic	Public Works	Y	E+10**	E= Project finished Temporary road closures 2 years
T09	Roads and Lanes Closures	Public Works	Y	E+7**	E= Project finished
T10	Field Survey/Road Survey Books	Public Works	N	E+1	E= Project finished
T11	Bridges	Public Works	Y	P	E= Project finished
T12	Railway Crossings	Public Works	Y	10	
T13	Roads and Highways – Transfers of Responsibility	Public Works	Y	P	Specifications only
T14	Road Patrol and Inspections	Public Works	Y	20	

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

V - VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
V00	Vehicles and Equipment - General	Originating	N	1	
V01	Fleet Management	Originating	Y	E+3	E= Disposal of equipment Daily Inspection Logs may be destroyed 6 months from last entry
V02	Mobile Equipment	Originating	Y	E+6	E= As long as the device is in service
V03	Transportable Equipment	Originating	Y	E+6	E= Disposal of equipment
V04	Protective Equipment	Originating	Y	E+6	E= Disposal of equipment

**Schedule “A” of By-Law 2024-33
Records Retention Destruction List**

Z - EMERGENCY SERVICES

Class Code	Secondary Heading	Dept. Responsible for Retention	Vital Record (Y/N)	Total Retention Period	Remarks
Z01	Accident and Incident Reports	Fire	Y	E+5	E= Last notation
Z02	Accident Statistics	Fire	Y	11	
Z03	Ontario Fire Marshall Statistics	Fire	N	5	
Z04	Dispatch Plan Recovery	Fire	Y	S**	
Z05	Complaint Records	Fire	N	3	
Z06	Uniforms	Fire	N	S**	
Z07	Emergency Calls	Fire	N	7	
Z08	Emergency Planning and Services	Fire	N	S	
Z09	Equipment Maintenance and Testing	Fire	N	5	
Z10	Tenders and Request for Proposals	Fire	Y	7	
Z11	Training Files	Fire	Y	P	

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

**Schedule "B" of By-Law 2024-33
Records Retention Destruction List**

Date of Destruction: _____ Destroyed By: _____

Description of Document	Class Code	Department

CORRESPONDENCE

PO Box 488
201 Atwood Avenue
Rainy River, ON
P0W 1L0



Office Phone: (807) 852-3244
Clerk Phone: (807) 852-3978
Fax: (807) 852-3553
Email: rainyriver@tbaytel.net
Website: www.rainyriver.ca

Town of Rainy River

September 9, 2024

sent via email

Minister Paul Calandra
Municipal Affairs and Housing
777 Bay Street
College Park 17th Floor,
Toronto, ON M7A 2J3
minister.mah@ontario.ca

Dear Minister Calandra:

I am writing to you as the Chief Administrative Officer at the Town of Rainy River and as the municipal officer responsible for the administration of the *Municipal Elections Act, 1996* in support of AMCTO's recommendations calling for the comprehensive changes to *MEA*.

AMCTO members, as municipal leaders, support the interests and well-being of 235,000 municipal employees across all municipalities in this Province.

Local election administrators care about running fair and accessible elections. We care about ensuring that candidates, voters, and third-party advertisers understand their responsibilities. We care that those that may knowingly break the rules are held to account. We care that the *MEA* and the accompanying *Education Act* and *Assessment Act* are complicated pieces of legislation on their own, and more so read together.

That is why AMCTO reviews the *Act* after every local election and why the Province should be making the necessary changes to make election administration easier and the *Act* clearer to follow for candidates and voters within the timelines AMCTO has set out.

Never has there been a more important moment to ensure the *Act* is working well, closes gaps and provides the right enforcement tools and mechanisms to safeguard our local electoral processes from threats of foreign interference, misinformation and bad actors. Local clerks need support and guidance on how to manage these threats and deal with potential events, especially considering the federal government's recent legislation on foreign interference (Bill C-70).

AMCTO convened a group of municipal staff with experience and expertise in administering local elections to present you with several recommendations for making improvements to *MEA* and calling for an overhaul of the *Act* in the long-term.

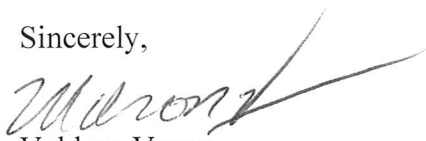
I support AMCTO's recommendations and call on you to update the *MEA* with priority and secondary recommendations by mid-2025 ahead of the 2026 election so that I can make the necessary adjustments for planning and implementation well ahead of statutory timelines imposed upon me to administer an election.

There is a provincial interest in ensuring the health of local democracy and the time to act is now – proactively instead of reactively. Election administrators face several uncertainties as we look ahead to 2026. We observe that in other jurisdictions with elections there is an increasing use of artificial intelligence (AI) and other technology to spread misinformation. There are increased levels of electoral interference. Even in Canada, we are seeing reports of more candidates and elected officials stepping back from public life because of concerns for their safety and reputations.

There also is a provincial interest for reducing administrative and operational burdens to help free up staff time to focus on other critical statutory and operational tasks such as those related to planning and development processes, municipal governance, as well as service innovation, in support of provincial priorities.

I look forward to seeing legislation introduced to update the *MEA* in the coming months to address current challenges, streamline processes, and make legislation easier to understand and administer.

Sincerely,



Veldron Vogan
Chief Administrative Officer
Town of Rainy River

cc: Paul Shipway, President, AMCTO president@amcto.com
Martha Greenberg, Deputy Minister, Ministry of Municipal Affairs and Housing
martha.greenberg@ontario.ca





Town of Rainy River

RESOLUTION

MOVED BY Dan Armstrong DATE: September 9, 2024
SECONDED BY [Signature] RESOLUTION: 24-033

“**WHEREAS** elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections.

WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process,

WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities.

WHEREAS the *Municipal Elections Act, 1996* (MEA) will be 30 years old by the next municipal and school board elections in 2026.

WHEREAS the MEA sets out the rules for local elections, the *Assessment Act, 1990* and the *Education Act, 1990* also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario.

WHEREAS with rules across three pieces of legislation, and the *MEA* containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill.

WHEREAS the Act can pose difficulties for voters, candidates, contributors, and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce.

WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today’s needs and tomorrow’s challenges.

WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities.

WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration.

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections.

THEREFORE BE IT RESOLVED THAT The Corporation of the Town of Rainy River calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

AND BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing (minister.mah@ontario.ca), the Minister of Education (minister.edu@ontario.ca), the Minister of Public and Business Service Delivery (todd.mccarthy@ontario.ca), Minister of Finance (Minister.fin@ontario.ca) the Premier of Ontario (premier@ontario.ca), Kenora-Rainy River MPP and AMCTO (advocacy@amcto.com).”

ABSTAIN _____
AYES _____
NAYES _____

CARRIED _____
DEFEATED _____

D. ARMSTRONG _____
D. EWALD _____
J. HAGARTY _____
B. HELGESON _____
N. IVALL _____
M. KREGER _____
G. PROST _____


MAYOR OR ACTING MAYOR





September 10, 2024

Resolution No. 273/2024

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY
P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0**

MOVED BY COUNCILLOR Francine Plante

SECONDED BY COUNCILLOR Annie Keft

WHEREAS the Ontario Auditor General’s annual report on public health from December 2023 indicates that Public Health Ontario is proposing the phasing-out of free provincial water testing services for private drinking water; and

WHEREAS free private drinking water testing services has played a pivotal role in safeguarding public health, particularly in rural communities, that rely predominantly on private drinking water; And;

WHEREAS the removal of free private drinking water testing could lead to a reduction in testing, potentially increasing the risk of waterborne diseases in these vulnerable populations; And

WHEREAS, the tragic events in Walkerton, Ontario underscored the critical importance of safe drinking water.

NOW THEREFORE BE IT RESOLVED that the Township of McGarry hereby request that the province reconsider and ultimately decide against the proposed phasing-out of free private drinking water testing services.

FURTHER BE IT RESOLVED that this resolution be sent to all Ontario municipalities, Minister of Environment Conservation and Parks, Minister of Health, Timiskaming Public Health Unit, and Timiskaming-Cochrane MPP.

Defeated _____ / Carried Bonita Culhane
Mayor Mayor

Recorded Vote Requested by _____

	YES	NO
Mayor Bonita Culhane	_____	_____
Councillor Louanne Caza	_____	_____
Councillor Elaine Fic	_____	_____
Councillor Annie Keft	_____	_____
Councillor Francine Plante	_____	_____



T 705-635-2272
 TF 1-877-566-0005
 F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
 1012 Dwight Beach Rd
 Dwight, ON P0A 1H0

September 10, 2024

Via email: advocacy@amcto.com

AMCTO
 Attn: Advocacy Team
 2680 Skymark Avenue, Suite 610
 Mississauga, Ontario L4W 5L6

RE: Municipal Elections Act Update

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised the above-noted correspondence was presented at the last regularly scheduled Council meeting on September 10, 2024 and the following resolution was passed.

“Resolution TC-227-2024

WHEREAS election rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections.

WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process,

WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities.

WHEREAS the *Municipal Elections Act, 1996* (MEA) will be 30 years old by the next municipal and school board elections in 2026.

WHEREAS the MEA sets out the rules for local elections, the *Assessment Act, 1990* and the *Education Act, 1990* also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario.

WHEREAS with rules across three pieces of legislation, and the *MEA* containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill.

WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce.

WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous

improvement are needed to ensure the Act is responsive to today's needs and tomorrow's challenges.

WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities.

WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration.

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections.

THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Lake of Bays calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

AND BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing (minister.mah@ontario.ca), the Minister of Education (minister.edu@ontario.ca), the Minister of Public and Business Service Delivery (todd.mccarthy@ontario.ca), Minister of Finance (Minister.fin@ontario.ca) the Premier of Ontario (premier@ontario.ca), Township of Lake of Bays MPP (graydon.smith@pc.ola.org) and AMCTO (advocacy@amcto.com).

Carried”

We look forward to hearing of the continued advocacy of this matter and further updates on when the Ministry will move ahead with amending the Municipal Elections Act

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk
CS/lv

cc. Minister of Municipal Affairs and Housing (minister.mah@ontario.ca),
Minister of Education (minister.edu@ontario.ca),
Minister of Public and Business Service Delivery (todd.mccarthy@ontario.ca),
Minister of Finance (Minister.fin@ontario.ca)
Premier of Ontario (premier@ontario.ca),
Township of Lake of Bays MPP (graydon.smith@pc.ola.org)



Town of Tillsonburg
Office of the Clerk
10 Lisgar Avenue, Tillsonburg, ON N4G 5A5

Tel: (519) 688-3009
Fax: (519) 842-9431

September 17, 2024

Hon. Francois-Phillip Champagne, Minister of Innovation, Science and Industry of
Canada, Government of Canada
Hon. Mary Ng, Minister of Export Promotion, International Trade and Economic
Development, Government of Canada
Arpan Khanna, MP
Ernie Hardeman, MPP

To Whom It May Concern:

Please be advised that the Council of the Town of Tillsonburg, at its meeting on
September 9th, 2024 passed the following resolution:

- A. THAT report EDM 24-029 titled “Cellular Coverage Concerns” be received;
- B. THAT Council of the Town of Tillsonburg endorses the following:
 - a. Whereas the residents of our community are not able to have reliability and confidence in our telecommunications infrastructure for our commercial establishments and economic growth, employment, school, virtual medical appointments, mental health, welfare and emergency services;
 - b. Whereas many areas in and around the Town of Tillsonburg are considered “Dead Zones” causing rural and urban communities to incur prohibitive costs which include roaming and overage fees and/or alternative resources in order to gain basic and limited communication functionality;
 - c. Whereas the Innovation, Science and Economic Development Canada (ISED) has committed to have a reliable Network and states that, “*Reliable telecommunications networks have never been more*



crucial. They support not only a wide range of economic and social activities but also other critical infrastructure sectors and government services, and they are crucial for emergency services and public safety. They are fundamental to the safety, prosperity and well-being of Canadians.”

d. THAT the top priority of the ISED as stated in the Telecommunications Reliability Agenda is, *“Robust Networks and Systems – This means there is robust architecture for telecommunications networks with appropriate redundancy, diversity, and hardening against hazards, with particular care for emergency services. There are systems with controls and monitoring and the telecommunications supply chain including supplier equipment is trusted and secure. Investments are made to support these activities including in rural and remote areas or to address coverage gaps.”*

C. THAT the Council of the Town of Tillsonburg requests that the Federal Government and ISED make it their priority to push forward with their commitment to provide this crucial infrastructure in a meaningful and time manner and provide action and enforcement on the regulations that mandate timely installation of approved cell tower installations; and

D. THAT a copy of this resolution be also sent to all Ontario municipalities, SWIFT, local telecommunications providers, the local MP and MPP.

Sincerely,

Laura Pickersgill
Executive Assistant
Town of Tillsonburg

Cc: All Ontario Municipalities, SWIFT, Bell Canada