



AGENDA
REGULAR COUNCIL MEETING OF THE TOWN OF CARLETON PLACE

Tuesday, April 13, 2021, 7:00 p.m.

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommended Motion:

THAT the Agenda be approved as presented.

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

4. APPROVAL OF MINUTES

1. Council Minutes

5

Recommended Motion:

THAT the Council Minutes dated March 23rd and 25th, 2021 be accepted as presented.

5. PRESENTATIONS

None.

6. CONSENT REPORT

15

Recommended Motion:

THAT Council receive the Consent Report dated April 13th, 2021.

7. MOTIONS

1. Award of 2021 Water Wastewater Master Plan RFP (Communication 132044)

Recommended Motion:

THAT Council award the contract for RFP#2021-WWW for the Water/Wastewater Master Plan, Water and Wastewater Treatment Plant Environmental Assessments, and Water Storage Environmental Assessment to Stantec Consulting Limited in the amount of \$437,411.70 inclusive of HST as outlined in the report prepared by the Director of Public Works dated March 23, 2021.

8. BY-LAWS

1. By-law Nos. 57-2021 and 58-2021 (Part Lot Control By-laws) 16

Recommended Motion:

THAT the following Part Lot Control By-laws be read a first, second and third time, and finally passed:

- By-law 57-2021 Part Lot Control 54-56 McPhail Road
- By-law 58-2021 Part Lot Control 100-102 McPhail Road

2. By-law No. 59-2021 (Mill Street Dedication) 18

Recommended Motion:

THAT By-law 59-2021 (Mill Street Dedication Being Parts 1-4 27R-11590) be read a first, second and third time, and finally passed.

3. By-law No. 60-2021 (Road Naming Policy Amendment) 19

Recommended Motion:

THAT By-law 60-2021 (Road Naming Policy Amendment) be read a first, second and third time, and finally passed.

4. By-law No. 61-2021 (Amend Traffic and Parking By-law 46-2003 - Four Way Stop) 25

Recommended Motion:

THAT By-law 61-2021 (Amend Traffic and Parking By-law 46-2003 - Four Way Stop) be read a first, second and third time, and finally passed.

5. By-law No. 62-2021 (Professional Services Agreement - Stantec Consulting) 26

Recommended Motion:

THAT By-law 62-2021 (Professional Services Agreement - Stantec Consulting Ltd. Water and Wastewater Master Plan) be read a first, second and third time, and finally passed.

6. By-law No. 63-2021 Water Control By-law 27

Recommended Motion:

THAT By-law 63-2021 (Water Control By-law) be read a first, second and third time, and finally passed.

7. By-law No. 64-2021 - (Contribution Agreement Fire Safety Grant) 33

Recommended Motion:

THAT By-law 64-2021 (Contribution Agreement - Fire Safety Grant) be read a first, second and third time, and finally passed.

8. By-law No. 65-2021 (Enter into Ivy EV Charging Station Services Agreement) 34

Recommended Motion:

THAT By-law 65-2021 (Enter into Ivy EV Charging Services Agreement) be read a first, second and third time, and finally passed.

9. By-law No. 66-2021 Records Retention By-law 35

Recommended Motion:

THAT By-law 66-2021 (Records Retention By-law) be read a first, second and third time, and finally passed.

9. ANNOUNCEMENTS

- Proclamation - National Volunteer Week

10. CONFIRMATORY BY-LAW

1. By-law No. 67-2021 - Confirmation of Council Proceedings 98

Recommended Motion:

THAT By-law 67-2021 (Confirmation of Council Proceedings for April 13, 2021) be read a first, second and third time, and finally passed.

11. ADJOURNMENT

Recommended Motion:

THAT the meeting be adjourned at _____ p.m.

MINUTES

REGULAR MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, March 23, 2021, 7:00 p.m.

COUNCIL PRESENT: Mayor Black
Deputy Mayor Redmond
Councillor Seccaspina
Councillor Randell
Councillor Tennant
Councillor Atkinson
Councillor Parsons

STAFF PRESENT: Diane Smithson, CAO
Stacey Blair, Clerk

1. CALL TO ORDER

Mayor Black called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

Motion No. 6-132-01

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT the Agenda be approved as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None.

4. APPROVAL OF MINUTES

1. Council Minutes

Motion No. 6-132-02

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the Council Minutes dated March 9th, 2021, be accepted as presented.

CARRIED

5. PRESENTATIONS

None.

6. CONSENT REPORT

Motion No. 6-132-03

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Seccaspina

THAT Council receive the Consent Report dated March 23rd, 2021:

Corporate Services

Social Media Policy (Communication 132039)

THAT Council approve the Social Media Policy; and

THAT an annual review and sign off of the Social Media Policy be a requirement for Departmental Staff who post on the Town's approved social media channels.

CAO's Report - Delegated Authority (Communication 132040)

THAT Council accept the CAO's Delegated Authority Report dated March 9, 2021 as information.

Community Issues

Swim Time Rates (Communication 132032)

THAT the Carleton Place Water Dragon's be charged \$30.53/hr + HST for all morning rentals from 5:30 a.m. - 7:15 a.m., Monday to Friday and 7:00 a.m. – 9:00 a.m. on Saturdays until August 31, 2021.

Policy Review

Road Naming Policy

THAT the Town's Road Naming Policy be expanded to include employees with 25+ years of service.

Advisory Committee Appointment

THAT Council recommends the following Advisory Committee appointments:

1. Todd Boyce – Urban Forest/River Corridor Committee

CARRIED

7. MOTIONS

1. Audited Financial Statements for 2020

Motion No. 6-132-04

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT Council approve the 2020 Audited Consolidated Financial Statements; and

THAT the statements be posted on the Town's website.

CARRIED

2. Naming of Municipal Park

Councillor Seccaspina provided a brief history on the Sinclair family's years in the Town of Carleton Place.

Motion No. 6-132-05

Moved by: Councillor Randell

Seconded by: Councillor Seccaspina

THAT Council approve that the park located at the north end of the Central Bridge be officially named as Sinclair Square.

CARRIED

8. BY-LAWS

1. By-law No. 43-2021 (Discontinue Vacant Unit Tax Rebate Program)

Motion No. 6-132-06

Moved by: Councillor Atkinson

Seconded by: Deputy Mayor Redmond

THAT By-law 43-2021 (Discontinue Vacant Unit Tax Rebate Program) be read a first, second and third time, and finally passed.

CARRIED

2. By-law No. 44-2021 (Backyard Hens)

Motion No. 6-132-07

Moved by: Councillor Randell

Seconded by: Councillor Tennant

THAT By-law 44-2021 (Regulation of Backyard Hens) be read a first, second and third time and finally passed.

CARRIED

3. By-law No. 45-2021 (Amend Fees and Charges - Backyard Hens)

Motion No. 6-132-08

Moved by: Councillor Seccaspina

Seconded by: Councillor Atkinson

THAT By-law 45-2021 (Amend Fees and Charges - Backyard Hens) be read a first, second and third time, and finally passed.

CARRIED

4. By-law No. 46-2021 (Amend Animal Control- Backyard Hens)

Motion No. 6-132-09

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT By-law 46-2021 (Amend Animal Control By-law- Backyard Hens) be read a first, second and third time, and finally passed.

CARRIED

5. By-law No. 47-2021 (Remove One-Foot Reserves - Parts of Hooper Street and Eastwood Drive)

Motion No. 6-132-10

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Atkinson

THAT By-law 47-2021 (Removal of One Foot Reserve - Parts of Hooper Street and Eastwood Drive) be read a first, second and third time, and finally passed.

CARRIED

6. By-law Nos. 48-2021 to 52-2021 (Part Lot Control By-laws)

Motion No. 6-132-11

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT the following Part Lot Control By-laws be read a first, second and third time, and finally passed:

- By-law 48-2021 Part Lot Control 11-17 McPhail Road
- By-law 49-2021 Part Lot Control 21-29 McPhail Road
- By-law 50-2021 Part Lot Control 10-18 Stokes Drive
- By-law 51-2021 Part Lot Control 22-30 Stokes Drive
- By-law 52-2021 Part Lot Control 40-46 Riddell Street

CARRIED

7. By-law No. 53-2021 (Renaming of Lockhard Campbell Way)

Motion No. 6-132-12

Moved by: Councillor Seccaspina

Seconded by: Deputy Mayor Redmond

THAT By-law 53-2021 (Rename Lockhard Campbell Way) be read a first, second and third time, and finally passed.

CARRIED

8. By-law No. 54-2021 (Contribution Agreement Local Government Fund Investing in Canada Infrastructure Program)

Motion No. 6-132-13

Moved by: Councillor Randell

Seconded by: Deputy Mayor Redmond

THAT By-law 54-2021 (Contribution Agreement Local Government Fund Investing in Canada Infrastructure Program) be read a first, second and third time, and finally passed.

CARRIED

9. ANNOUNCEMENTS

The Mayor commended the Ocean Wave Fire Company for their excellence in service in relation to a recent house fire in Carleton Place. He also expressed gratitude for the mutual aid received from the Mississippi Mills Fire Department.

The Mayor also reported that Staff are working with the Health Unit on providing a vaccination site in Carleton Place in the coming weeks.

10. CONFIRMATORY BY-LAW

1. By-law No. 55-2021 - Confirmation of Council Proceedings

Motion No. 6-132-14

Moved by: Councillor Seccaspina

Seconded by: Councillor Atkinson

THAT By-law 55-2021 (Confirmation of Council Proceedings for March 23, 2021) be read a first, second and third time, and finally passed.

CARRIED

11. ADJOURNMENT

Motion No. 6-132-15

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Tennant

THAT the meeting be adjourned at 7:15 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk

MINUTES

EMERGENCY MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

Thursday, March 25, 2021, 6:00 p.m.
Virtual Zoom Meeting

COUNCIL PRESENT: Mayor Black
Deputy Mayor Redmond
Councillor Seccaspina
Councillor Randell
Councillor Tennant
Councillor Atkinson
Councillor Parsons

STAFF PRESENT: Diane Smithson, CAO
Stacey Blair, Clerk
Guy Bourgon, Director of Public Works
Dave Young, Project Manager
Trisa McConkey, Treasurer

1. CALL TO ORDER

Mayor Black called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

Motion No. E-3-132-01

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT the Agenda be approved as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None.

4. BUSINESS

1. Tender PW5-2020 - Value Engineering Exercise Report (Communication 132045)

The CAO and Project Manager provided the rationale behind the recommended cost saving selections in relation to the reconstruction of the Central Bridge and Bridge Street improvements. An allowance of \$60,000 was included in the recommended motion for entrance landscaping at the intersection of Bridge Street and Lake Avenue.

Dave Young, Project Manager reported that staff's recommendation aligned with the requested items identified by the BIA for the upgraded amenities on Bridge Street. As well the BIA has agreed to direct any savings incurred during the construction season, towards the entrance feature.

Motion No. E-3-132-02

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT Council approve Phase two (Central Bridge Replacement and Bridge Street Reconstruction) of Tender PW5-2020 incorporating the following cost savings outlined in a report by the Project Manager dated March 23, 2021 which were identified through a Value Engineering exercise:

ITEM NO.	ITEM DESCRIPTION	SAVINGS
1.	Substitution - Form liner	\$73,961.00
4.	Substitution - Maglin Street Furniture	\$70,950.00
9.	Substitution - PXO Supplier	\$7,064.00
10.	Discount - Lighting Supplier	\$45,708.00
11.	Deletion -Building Settlement Monitoring	\$37,192.00
12.	Deletion - Standpost Adjustments (to be undertaken by PW)	\$53,384.00

13.	Substitution - Valve Boxes and direct buried valves	\$35,601.00
14.	Modification - Asphalt Theoretical Quantities	\$63,999.00
15.	Modification - Granular Theoretical Quantities	\$171,919.00
	Deletion - Provisional Irrigation System	\$136,358.40
	Subtotal	\$696,136.40
2.	Deletion - Entrance Feature	\$171,919.00
	Allowance - Entrance Landscaping	-\$60,000.00
Total	\$808,055.40	

CARRIED

5. CLOSED SESSION

- Cost Sharing Agreement Options - Trisa McConkey, Treasurer

Motion No. E-3-132-03

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT the Committee move into closed session at 6:13 p.m. to discuss matters subject to:

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality; and

THAT Trisa McConkey, Treasurer, Diane Smithson, CAO, and Stacey Blair, Clerk, be permitted to participate in the Zoom meeting.

CARRIED

Motion No. E-3-132-04

Moved by: Councillor Randell

Seconded by: Councillor Atkinson

THAT Council return to open session at 6:46 p.m.

CARRIED

6. RISE AND REPORT

The CAO reported that direction was provided to staff during the Closed Session for negotiating the Cost Sharing Agreement.

7. CONFIRMATORY BY-LAW

1. By-law No. 56-2021 - Confirmation of Council Proceedings

Motion No. E-3-132-05

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT By-law 56-2021 (Confirmation of Council Proceedings for March 25, 2021) be read a first, second and third time, and finally passed.

CARRIED

8. ADJOURNMENT

Motion No. E-3-132-06

Moved by: Councillor Atkinson

Seconded by: Councillor Seccaspina

THAT the meeting be adjourned at 6:55 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk

Consent Report

Consent Items from the March 23, 2021 Committee of the Whole Meeting

Planning and Protection

1. Carleton Place Comprehensive Review - Growth Scenarios
(Communication 132041)

THAT Council directs Staff to initiate a public consultation to confirm the Growth Scenarios and complete the Comprehensive Review.

2. Proposed Private Road Name - Pershick Place (Communication 132042)

THAT the Schedule 3 of the road naming list be available for use on any road within the Town; and

THAT Council recommends the developer choose a name from this list.

Physical Environment

3. Carleton Place Drinking Water System 2020 Annual Report
(Communication 132043)

THAT Council accepts the Carleton Place Drinking Water System 2020 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

Corporate Services

4. 2020 Council Remuneration Report (Communication 132046)

THAT Council accept the 2020 Council Remuneration Report as information.

5. 2020 Statement of Development Charges Reserve Funds
(Communication 132047)

THAT Council accepts the 2020 Development Charges Report as information.

BY-LAW NO. 57-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BLOCK 42, REGISTERED PLAN 27M-92, BEING PARTS 1 AND 2 ON PLAN 27R-11626, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Block 42, Registered Plan 27M-92, being Parts 1 and 2 on Plan 27R-11626, in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Block 42, Registered Plan 27M-92, being Parts 1 and 2 on Plan 27R-11626, in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit:
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of April 13, 2023.
5. The properties are locally known as 54-56 McPhail Road.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 58-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BLOCK 45, REGISTERED PLAN 27M-92, BEING PARTS 1 AND 2 ON PLAN 27R-11627, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Block 45, Registered Plan 27M-92, being Parts 1 and 2 on Plan 27R-11627, in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Block 45, Registered Plan 27M-92, being Parts 1 and 2 on Plan 27R-11627, in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit:
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of April 13, 2023.
5. The properties are locally known as 100-102 McPhail Road.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 59-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ESTABLISH AND DEDICATE CERTAIN PORTIONS OR TRACTS OF LAND AS A PUBLIC HIGHWAY TO BE KNOWN AS PART OF MILL STREET

WHEREAS Section 31(2) of the Municipal Act, S.O. 2001, Chapter 25 as amended authorizes a municipality to establish a public highway;

AND WHEREAS Parts 1, 2, 3 and 4 on RP27R-11590 was transferred to the Town of Carleton Place for the purpose of road widening;

NOW THEREFORE the Council of the Town of Carleton Place enacts as follows:

1. That the portion or tract of land described below is established and dedicated as a public highway known as Mill Street:

PT LT 15 CON 12 BECKWITH PTS 1, 2 & 3, 27R-11590; S/T EASEMENT OVER PT 5, 27R-9227 AS IN RN30694 & RS201862; TOWN OF CARLETON PLACE (being part of PIN 05117-0110LT); and

PART OF LOT 15 CONCESSION 12, BECKWITH, PART 4 PLAN 27R-11590; TOWN OF CARLETON PLACE (being part of PIN 05117-0114LT)

2. That the Town's Solicitor be hereby authorized to deposit a copy of this By-law on title in the Lanark Land Titles Office No. 27.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 60-2021

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND THE TOWN'S ROAD NAMING POLICY

WHEREAS it is deemed appropriate and desirable to update and adopt a new Road Naming Policy for the Corporation of The Town of Carleton Place.

AND WHEREAS Section 9 of the Ontario Municipal Act grants to local municipalities the powers of a Natural Person for the purposes of exercising its authority.

NOW THEREFORE, The Council of The Corporation of The Town of Carleton Place hereby enacts as follows;

1. That Schedule 'A' as attached hereto be adopted as the official Street Naming Policy for The Corporation of The Town of Carleton Place.
2. That Motion No. 7-126-19 dated March 10, 2015 which adopted a previous version of a Street Naming Policy and any amendments thereto be hereby repealed in their entirety.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

STREET NAMING POLICY

FEBRUARY 2015

Amended:

June 23, 2015

November 9, 2018

April 13, 2021

BACKGROUND INFORMATION

The policy of naming public streets within the Town of Carleton Place has gone through several phases over approximately 200 years.

When Morphy's Falls became a settlement, the public roads that were established were named after prominent people and families within the community. Morphy, Bell, Rosamond, Moffatt and McCrostie Streets are examples of this. Later, other streets were added and named after local resident or local features such as Lake Avenue, Bridge Street and Franktown Road.

During the latter part of the 19th century, public street names tended to reflect the Victorian Era. Examples of street names from this period include: Victoria, King, Queen, Prince and Princess Street.

In more recent times, since the early 1970's, the Corporation of the Town of Carleton Place has had a policy of naming the public streets of the community after a former head of Council, consisting of both names from the Village of Morphy's Falls, and later, the Town of Carleton Place.

More recently, in 1997, the policy of naming public roads was amended to dedicate a street in the future after the Hurdis family, in recognition of their long volunteer service with the Ocean Wave Fire Company.

NAMING OF PUBLIC STREETS POLICY:

1. That Council continue to name public streets after current and former Heads of Council of the Town of Carleton Place as per Schedule A.
2. That once the list of former Heads of Council for street names has been completed, that in accordance with the resolution of Council No.21-108-2, that a public street be named as per Schedule B.
3. That once item No.2 has been completed, the public streets within Carleton Place be chosen from the list of names on the Cenotaph at Memorial park starting with World War I followed by World War II, the Korean War and any subsequent names added in future years. These names can be found on Schedule C.
4. Names shall be provided as requested as part of an application and put on a "reserved" list. The allocation of street names shall be administered by the Development Services Department.

5. The allocation of street names for municipal use shall also be administered by the Development Services Department and be added onto a "Reserved" list.

NAMING OF PRIVATE STREETS:

1. While the Town of Carleton Place is not responsible for the naming of any private streets within the Town's boundaries, the developer of the private street may be permitted to choose a name off the list of names included in the attached Schedules, or use a name which does not duplicate any name already existing within the Town.

GENERAL:

1. The Street Naming Policy may be waived on a case by case basis at the discretion of Council.

SCHEDULE A

Taken.

SCHEDULE B

Taken.

SCHEDULE C

World War I

Dowdall	Kellough
Fraser	McCaw
Fumerton	O'Donovan
Griffith	Simons
Hamilton	Simpson
Hockenhull	Trotman
Houston	Tufts
Humphrey	Tyrie
	Utman

World War II

Camelon	McKittrick
Cameron	Murfitt
Cavers	O'Leary
Cranston	O'Meara
Dray	Porter
Dunphy	Porteous
Elliott	Porterfield
Fieldhouse	Prendergast
Forbes	Savage
Garland	Scott
Irvine	Stark
Lancaster	Turner
Loney	Valley
Maxwell	White
McFarlane	

Korean War

Foxton

RESERVED LIST

Murphy Ave: Nu Globe Subdivision
Lewis Street: Nu Globe Subdivision
McEachen Drive: Service Road from Captain A. Roy Brown to Hwy 7
Commercial Properties

BY-LAW NO. 61-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND TRAFFIC AND PARKING BY-LAW NO. 46-2003.

WHEREAS Section 11 (3) 1. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to Highways, including parking and traffic on highways;

AND WHEREAS Section 11 (3) 8. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to parking, except on highways;

AND WHEREAS Section 27 of the Municipal Act, 2001 S.O. 2001, c25 permits a municipality to regulate the Traffic and Parking on municipal streets that they have jurisdiction over;

AND WHEREAS Section 63(1) of the Municipal Act, S.O. 2001. C25 permits a municipality to remove, impound, restrain or immobilize an object or vehicle placed, stopped, standing or parked on a highway in contravention of a by-law that a municipality has passed regarding placing, stopping, standing or parking an object or vehicle on a highway;

AND WHEREAS the Council of the Town of Carleton Place adopted By-law 46-2003, the Traffic and Parking By-law;

AND WHEREAS it is deemed expedient and necessary to amend By-law 46-2003;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place hereby enacts as follows:

1. THAT Traffic and Parking By-law No. 46-2003 Schedule 'VI' be amended to include an all way stop at the intersection of William St. and St. Paul St. as follows:

SCHEDULE 'VI' TO BY-LAW NO. 46-2003

Stop Signs at Intersections

Column 1 Intersection	Column 2 Direction	Column 3 Street
William and St. Paul - All Way Stop William and St. Paul - All Way Stop	north and south east and west	St. Paul William

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 62-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF A CONTRACT BETWEEN THE CORPORATION OF THE TOWN OF CARLETON PLACE AND STANTEC CONSULTING LIMITED TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR THE WATER / WASTEWATER MASTER PLAN, WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENTAL ASSESSMENTS AND WATER STORAGE ENVIRONMENTAL ASSESSMENT.

WHEREAS Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Town of Carleton Place deems it expedient to enter into a contract with Stantec Consulting Limited for Professional Services to undertake Environmental Assessments for the Water Storage, Water and Wastewater Treatment Plants and a Water/Wastewater Master Plan.

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. **SHORT TITLE**

This By-Law is short titled "Professional Services Agreement – Water and Wastewater Master Plan and Environmental Assessments".

2. **AGREEMENT**

- (a) **THAT** the Mayor and Clerk shall be and are hereby authorized on behalf of the Corporation of the Town of Carleton Place to execute a contract between the Corporation of the Town of Carleton Place and Stantec Consulting Limited.
- (b) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Town of Carleton Place to the said contract.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 63-2021

BEING A BY-LAW TO IMPOSE CONTROLS UPON THE OUTDOOR USE OF WATER FOR PROPERTIES SERVICED BY THE CORPORATION OF THE TOWN OF CARLETON PLACE'S WATER SYSTEM AND TO REPEAL BY-LAW 19-2002

WHEREAS Section 8 (1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 11 of the *Municipal Act*, authorizes municipalities to pass by-laws respecting matters within the sphere of jurisdiction of public utilities which includes water distribution; and

WHEREAS Section 444 of the *Municipal Act, 2001, S.O. 2001, c.25* provides that where a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity. 2006, c. 32, Sched. A, s. 184; and

WHEREAS Section 446 of the *Municipal Act, 2001, S.O. 2001, c.25* permits a municipality to enact a by-law to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expense and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes; and

WHEREAS the Town of Carleton Place deems it necessary and desirable to regulate the consumption and use of water in order to promote water conservation and to ensure a continued and abundant supply of water within the serviced area of the Corporation of the Town of Carleton Place by imposing controls upon the outdoor use of water for properties serviced by the Town of Carleton Place's water distribution system;

NOW THEREFORE the Council of The Corporation of the Town of Carleton Place enacts as follows:

1. DEFINITIONS

The following definitions shall apply for the purposes of this By-law:

- 1.1. **Calendar Day** means one day commencing at 00:00 hours ending at 23:59 hours.
- 1.2. **Clerk** means the Clerk for the Town of Carleton Place.

- 1.3. **Council** means the appointed Council for the Town of Carleton Place.
- 1.4. **Corporation** mean the Corporation of the Town of Carleton Place.
- 1.5. **Director** means the Municipality's Director of Public Works or his or her designate.
- 1.6. **Hand-watering device** means a container that is not connected to the municipal water system, is used to apply water and is operated by muscular power only.
- 1.7. **Landscaping** means the new installation of garden plants, grass, sod, and trees which would require water to ensure survival of the newly installed items.
- 1.8. **Owner** means the occupant or the owner of the premises or their agent.
- 1.9. **Person** includes, but is not limited to, an individual, sole proprietorship, partnership, association or corporation.
- 1.10. **Municipality** means the Town of Carleton Place.
- 1.11. **Municipal Address** means the numbered address designated for that location by the Public Works Department.
- 1.12. **Water** except as otherwise defined in this By-law, means water produced, treated or stored by the Municipality and obtained through the municipal water distribution system;
- 1.13. **Watering device** includes, but is not limited to, a hose bib, hose, pipe, sprinkler, in-ground or above-ground irrigation system or drip irrigation system used to apply water but does not include a hand-watering device.
- 1.14. **Yard** means lawn, gardens, grass, plots, boulevards, grounds, or land of any description.

2. GENERAL REGULATIONS – PERMITTED DAYS AND HOURS OF WATERING

- 2.1. No person shall water a yard using water from the Town of Carleton Place's water distribution system between the first day of May each year and the last day of September of the same year, unless otherwise specified in this By-law.
- 2.2. No owner shall permit any person to irrigate with a watering device on the road allowance or on any premises immediately adjacent to a road allowance and within the extension of property lines of premises.
- 2.3. No person shall irrigate with a watering device any lawn, garden, tree, shrub, or other outdoor plant except on the applicable days provided below during

the months of May, June, August and September between the hours of 5:00 a.m. and 9:00 a.m. or between the hours of 7:00 p.m. and 11:00 p.m.; and during the month of July between the hours of 7:00 p.m. and 11:00 p.m. only:

2.3.1 For all premises with even street numbers, on even-numbered calendar days;

2.3.2 For all premises with odd street numbers, on odd-numbered calendar days.

2.3.3 Each property not designated by a municipal address and served by the Corporation of the Town of Carleton Place water supply system, shall receive a designation of either an even-numbered or odd-numbered municipal address from the Public Works Department.

2.4. In accordance with Section 2.3, no person shall perform the following activities during the months of May, June, August and September except between the hours of 5:00 a.m. and 9:00 a.m. or between the hours of 7:00 p.m. and 11:00 p.m.; and during the month of July between the hours of 7:00 p.m. and 11:00 p.m. only:

2.4.1. Cleaning the exterior of a building or attachments thereto, a driveway or a walkway with water;

2.4.2. Irrigating a driveway, walkway or roadway with water;

2.4.3. Wasting water when using it outdoors.

3. RAINFALL

3.1. No owner shall irrigate with water during a rainfall or permit any person to irrigate with water during a rainfall.

4. CONNECTIONS

4.1. No person shall water from more than one connection at any one time with water supplied by the Town of Carleton Place's water supply system.

5. EXEMPTIONS

5.1. Any person may, from a water source other than the municipal water distribution system, use water externally.

5.2 Any person may irrigate with a watering device during the 24 hours following the completion of the installation, newly planted sod or grass seed forming part of a lawn or newly planted lawn alternative or significant amount of new landscaping as determined at the discretion of the Municipal By-law Enforcement Officer on duty and/or the Director of Public Works or their

designate.

- 5.3 Any person may water newly planted sod or seed or significant amount of new landscaping on every calendar day once a day either between the hours of 5:00 a.m. and 9:00 a.m. or between the hours of 7:00 p.m. and 11:00 p.m. for a period of three (3) weeks from the date of planting, provided that the owner notifies the Town's Municipal Law Enforcement Services prior to beginning the watering.
- 5.4 Any person who is unable to water between the hours of 7:00 p.m. and 11:00 p.m. on their assigned days in the month of July as outlined in Section 2.3 due to mitigating circumstances may be permitted to use water outdoors in accordance with this by-law between the hours of 5:00 a.m. and 9:00 a.m., provided that the owner requests and receives approval from the Town at least three (3) business days in advance of watering. In so doing, the owner agrees not to use water outdoors between the hours of 7:00 p.m. and 11:00 p.m.
- 5.5 Municipal facilities are often in use during evening hours and shall be permitted to water outside of permitted public hours.
- 5.6 Municipal forces are also permitted to water hanging baskets, planters and other beautification features as necessary during the day to keep the plants vibrant.

6 WATER SUPPLY PROHIBITIONS

- 6.1 When the service capability of any water production facility or any water storage tower has declined to the point where the continued supply of sufficient water for the essential needs of the public is in jeopardy as determined by the Director of Public Works, the Director shall have the authority to prohibit the use of water supplied by the municipal waterworks throughout the entire system, or any part thereof, by declaring a non-essential water usage ban.
- 6.2 At all time during a declared non-essential water usage ban, no person shall use water originating from the municipal supply system to:
 - 6.2.1 Irrigate any lawn, including newly planted sod or grass seed forming part of a lawn and newly planted lawn alternative, and lawns treated with any pesticide, herbicide or fertilizer;
 - 6.2.2 Irrigate with water any garden, tree, shrub or other outdoor plant;
 - 6.2.3 Clean with water the exterior of a building or attachments thereto, driveway or a walkway;
 - 6.2.4 Clean with water a vehicle parked on residential premises or on the road allowance immediately adjacent to and within the extension of the boundary lines of residential premises;

6.2.5 Operate a decorative fountain unless all water used is continuously recycled;

6.2.6 Waste water when using it outdoors.

7 NOTIFICATION

7.1 The Director of Public Works shall give notice of a non-essential water usage ban by any one or more of the following means:

- a. Posting the notice on the municipal website;
- b. Posting the notice on social media;
- c. Publication of notice in a local newspaper;
- d. Announcements giving notice on radio or television;
- e. Delivery of notice to affected premises, or
- f. Any other means of giving notice that has a reasonable likelihood of coming to the attention of persons who are affected.

8 ADMINISTRATION AND ENFORCEMENT

8.1 This By-law may be enforced by a Municipal By-law Enforcement Officer or a Provincial Offences Officer.

8.2 Interpretation and application of the terms and definitions of this By-law shall be determined at the discretion of the Municipal By-law Enforcement Officer.

8.3 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer, any Public Works employee in the performance of their duties or anyone acting under the Officer's instructions while in the exercise of a power or the performance of a duty under this By-law.

9 SEVERABILITY

9.1 Should any Section of this By-law, or parts of it, be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

10 PENALTY

10.1 Any person who contravenes any of the provisions of this By-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of the *Provincial Offences Act*, R. S.O. 1990, Chapter P.33 and amendments thereto, and the penalty for the commission of any such offence shall be provided for in the said *Provincial Offences Act*.

11 REPEAL

11.1 By-law 19-2002, and any amendments thereto, are hereby repealed.

12 SHORT TITLE

12.1 This By-law may be referred to as the Water Control By-law.

13 EFFECTIVE DATE

13.1 This By-law shall come into full force and effect on the date of its passing.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED
THIS 13th DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW 64-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF A TRANSFER PAYMENT AGREEMENT BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE OFFICE OF THE FIRE MARSHAL AND THE CORPORATION OF THE TOWN OF CARLETON PLACE FOR RECEIPT OF FUNDING UNDER THE FIRE SAFETY GRANT PROGRAM TOWARDS TRAINING AND A VIRTUAL INSPECTION PROGRAM.

WHEREAS Section 22 of the Municipal Act, 2001 (S.O. 2001, c.25), authorizes a municipality to provide a system that it would otherwise not have power to provide within a municipality, if it does so in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

AND WHEREAS the Council of the Town of Carleton Place deems it expedient to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal to provide funding under the Fire Safety Grant Program for training and a virtual inspection program for the Carleton Place Fire Department known as the Ocean Wave Fire Company;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. **SHORT TITLE**

This By-Law is short titled "Fire Safety Grant".

2. **AGREEMENT**

(a) **THAT** the Chief Administrative Officer shall be and is hereby authorized on behalf of the Corporation of the Town of Carleton Place to enter into a contribution agreement between the Corporation of the Town of Carleton Place and Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal to provide \$7,200.00 funding under the Fire Safety Grant Program.

(b) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Town of Carleton Place to the said agreement.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 65-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE ENTERING INTO AN ELECTRIC VEHICLE CHARGING STATION SERVICES AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF CARLETON PLACE AND ONTARIO CHARGING NETWORK LP, A LIMITED PARTNERSHIP FORMED UNDER THE LAWS OF ONTARIO (“IVY”).

WHEREAS Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 11 (2) of the Municipal Act, 2001 (S.O, 2001, c.25) authorizes a lower-tier municipality to pass by-laws respecting matters within the economic, social and environmental well-being of the municipality sphere which includes respecting climate change;

AND WHEREAS the Council of the Corporation deems it expedient to enter into an electric vehicle charging station services agreement to provide three (3) dual electric vehicle (EV) charging stations that will be located at the Neelin Street Community Centre, Carleton Place Public Library and at the Fire/Police Station through a contract with Ontario Charging Network LP, a limited partnership formed under the laws of Ontario (“IVY”); a separate corporation established by Ontario Power Generation (OPG) for the purposes of the EV charging station leases.

NOW THEREFORE BE IT ENACTED:

1. That the Mayor and the Clerk are hereby authorized and instructed on behalf of the Corporation of the Town of Carleton Place to enter into and execute under its corporate seal an electric vehicle charging station services agreement between the Corporation of the Town of Carleton Place and Ontario Charging Network LP, a limited partnership formed under the laws of Ontario (“IVY”).

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF APRIL, 2021.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 66-2021

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ESTABLISH A SCHEDULE OF RETENTION PERIODS FORTOWN BUSINESS RECORDS AND TO REPEAL BY-LAW 75-2018

WHEREAS Subsection 254(1) of the *Municipal Act, 2001 (the Act)*, as amended, requires a municipality to retain and preserve its records in a secure and accessible manner; and

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 therecords of the municipality must be retained, preserved and destroyed in accordance with Section 254 thereof; and

WHEREAS Subsection 255(2) of the *Act* provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention period has expired; and

WHEREAS the Council of the Corporation of the Town of Carleton Place 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 Town business are the express property of the Corporation of the Town of Carleton Place;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE ENACTS AS FOLLOWS:

1. DEFINITIONS

In this By-law:

- 1.1. "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.
- 1.2. "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 the users.
- 1.3. "Archival records" are records of enduring significance that have historical and business value for the Town of Carleton Place and individuals engaging in historical research.
- 1.4. "Archival review" means the period of time during which it is determined whether a record has potential long-term archival value.
- 1.5. "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.

- 1.6. “Authenticity” is the extent to which a business record can be proven to be what it purports to be.
- 1.7. “Business records” are any records that are created by Town staff, or by a third party directly paid by and working on behalf of the Town, in order to document the decision making, administration or operational activities of the Town. This includes documents in any form, including physical paper files, digital files in any machine-readable format, emails, instant messages, video, etc.
- 1.8. “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.
- 1.9. “Clerk” means the Clerk for the Corporation of the Town of Carleton Place.
- 1.10. “Code” indicates the reference number for each records series, based on the corporate records classification system (TOMRMS – The Ontario Municipal Records Management System).
- 1.11. “Computer system” is a device or a group of interconnected or related devices, one or more of which:
 - 1.11.1. contains computer programs or other data; and
 - 1.11.2. pursuant to computer programs, performs logic and control, and may perform any other function.
- 1.12. “Copy” means a record that is a duplicate of an original.
- 1.13. “Current” means the year in which the record was prepared.
- 1.14. “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.
- 1.15. “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.

- 1.16. “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.
- 1.17. “Drafts” are a preliminary form or version of a document before it becomes a formal finalized record.
- 1.18. “File” means a collection of related records.
- 1.19. “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.
- 1.20. “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.
- 1.21. “Integrity” is the extent to which a business record is demonstrably complete and unaltered.
- 1.22. “Original records” are final business records that are designated as the official record.
- 1.23. “Orphan data” is data that:
 - 1.23.1 is not machine readable by any of the Town of Carleton Place’s computer systems in place during the disposal year because the data exists with no identifiable computer application that can retrieve the data; or
 - 1.23.2 is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Town of Carleton Place employee who is knowledgeable about the business function or functions to which the data relates.
- 1.24. “Permanent” means that records shall be preserved for the life of the Corporation and never destroyed or removed from the official record keeping system.
- 1.25. “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 Town business.

- 1.26 “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.
- 1.27 “Reference materials” are any documents not created by a Town employee and not created by a third party working on behalf of the Town. 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 Town staff. Reference materials are not required to be retained as part of the Town’s records retention schedule and are not the responsibility of the Town to manage. These documents can be kept and used for as long or as short a time as an employee needs for their work.
- 1.28 “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.
- 1.29 “Responsible department” means the department that creates the record(s) and/or is responsible for retaining/maintaining the original record(s).
- 1.30 “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.
- 1.31 “Superseded” means a record only needs to be retained until it is replaced with more current information.
- 1.32 “Town” means the Corporation of the Town of Carleton Place.
- 1.33 “Transitory records” are records of limited or no documentary value and/or are unrelated to municipal business. A Transitory record includes but is not limited to a record that is:
 - 1.33.1 retained solely for convenience of reference;
 - 1.33.2 of insignificant value in documenting the business transactions of the Town;
 - 1.33.3 required solely for the completion of a routine activity, or the preparation of another record;
 - 1.33.4 not related to the business of the Town;

- 1.33.5 not an integral part of a record;
 - 1.33.6 miscellaneous notices or memoranda (such as messages on upcoming special events, or memos on minor administrative details, e.g. I will attend the meeting);
 - 1.33.6 multiple copies of project or committee materials such as minutes, reports, agendas, etc.;
 - 1.33.8 preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official decisions;
 - 1.33.9 duplicate copies of documents retained only for distribution or convenience;
 - 1.33.10 personal messages;
 - 1.33.11 publications (directories, catalogues, newsletters, pamphlets, periodicals, etc.);
 - 1.33.12 blank forms;
 - 1.33.13 unsolicited advertising (brochures, fliers, etc.).
- 1.34 “Versions” are preliminary forms or drafts of a document before it becomes a formal finalized record.
- 1.35 “Vital Records” are records that are essential to the continuation or resumption of Town business in the event of a disaster. They allow the organization to continue to fulfill its obligations to the taxpayers, employees, other levels of government, and outside interested parties.

2. RETENTION SCHEDULE

- 2.1. 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. In determining the retention periods for business records, the Clerk or designate shall consider the following factors in consultation with Town employees as needed:
- 2.2.1. the operational nature and business needs of staff, including the period of time during which Town staff use the records to carry out their work;
 - 2.2.2. the legal requirements set out for the records, including the length of retention necessary to comply with federal, provincial and municipal laws and regulations;
 - 2.2.3. the fiscal nature of the records, including the length of time they are needed for audit and tax purposes;
 - 2.2.4. the vital corporate nature of the records, including their value to ensure the continuation of Town business in the event of a disaster; and
 - 2.2.5. the historical and archival value of the records; to be determined by the Town Clerk or designate based on the value to future research and

preservation of the history of the Corporation of the Town of Carleton Place.

- 2.3. The records retention schedule attached hereto as Schedule “A” 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:
 - 2.3.1. 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;
 - 2.3.2. drafts no longer needed once the final business record has been created and saved;
 - 2.3.3. transitory records, as defined above; and
 - 2.3.4. reference materials, as defined above.

3. RESPONSIBILITIES

- 3.1. The Clerk or designate shall:
 - 3.1.1. develop and administer policies and processes for the Town’s Records and Information Management Program;
 - 3.1.2. ensure that final business records are retained and disposed of in accordance with Schedule “A” attached hereto;
 - 3.1.3. ensure that destruction forms are completed, approved and preserved permanently; and
 - 3.1.4. amend Schedule “A” 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.
 - 3.1.5. Staff and Elected Officials shall:
 - 3.1.5.1 comply with the retention periods as specified in Schedule “A” attached hereto;
 - 3.5.1.2 ensure the destruction process is followed, including completing the destruction form and receiving the appropriate approvals prior to destruction;
 - 3.5.1.3 ensure that business records in their custody or control are protected from inadvertent destruction or damage; and
 - 3.5.1.4 ensure that transitory records and reference materials in their custody or control are destroyed when they are no longer needed.
 - 3.1.6. 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 “A”.

4. DISPOSAL OF RECORDS

- 4.1. Retention periods for records shall be as set out in Schedule “A” attached hereto and forming part of this By-law.
- 4.2. 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 Clerk or designate.
- 4.3. When records have been destroyed pursuant to this By-law, written confirmation of the destruction shall be retained by the Clerk’s Office.
- 4.4. The Clerk or designate has the authority to destroy any records outside of their retention period due to natural occurrences, such as flooding or mold infiltration, whereby such records have become inaccessible, illegible or unsafe to handle.
- 4.5. Prior to the destruction of orphan data, a destruction form must be completed and include, to the extent that the information is available, the:
 - 4.5.1 title of the file(s);
 - 4.5.2 the department responsible for the creation and use of the orphan data; and
 - 4.5.3 where possible, the contents or the function that the information being destroyed relates to.
- 4.6. The written approval of the department manager and the approval of the Clerk or designate are required prior to the destruction of any orphan data.
- 4.7. Where appropriate and taking into consideration the principles governing the disposition of business records, the Clerk or designate may extend a retention period if required. Written notice for an extension must be provided to the Clerk or designate by a department manager and shall include a reason as to why the records are required beyond their scheduled disposition date.

5. PRINCIPLES GOVERNING THE DESTRUCTION OF RECORDS

- 5.1 The following principles govern the destruction of records:
 - 5.1.1 records can be destroyed when there are no further business needs or legislated requirements to retain business records;
 - 5.1.2. business records should be retained and disposed of according to consistent retention periods across all service areas and departments;
 - 5.1.3. 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;
 - 5.1.4 business records in the custody or control of the Town shall not be

destroyed unless such records are older than the retention period set out in Schedule “A” and a destruction form has been approved by the Clerk’s Office;

- 5.1.5 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 “A”; and
- 5.1.6 the destruction of final business records shall be documented, approved and tracked to ensure accountability and transparency.

6. REPEAL OF BY-LAW

- 6.1 That By-law 75-2018 and its associated Schedule “A” are hereby repealed.

7. APPROVALS

- 7.1 This by-law shall come into force and effect on the day is it passed by Council.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF APRIL 2021.

Doug Black, Mayor

Stacey Blair, Clerk

Schedule A of By-law 66-2021
Town of Carleton Place Records Retention Schedule

Primary Heading - Administration				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
A00	Administration – General Administrative records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
A01	Associations and Organizations Records regarding organizations and associations (e.g. AMCTO, etc.) to which staff members belong or with which they communicate in the course of their duties. Includes correspondence, minutes, agendas, notices and reports. <i>Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence.</i> Excludes: Membership Fees – see F01	Originating	1**	
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: Council Agendas – see C03 Council Minutes – see C04 Committee and Board Agendas – See C05 Committee and Board Minutes – See C06	Originating	4**	Executive Team
A03	Computer Systems and Architecture Information Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charters, process flowchart documentation, impact analysis, user and system requirements, specifications,	Originating	S+6	

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	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: Reports – file by subject Acquisitions – see F18			
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 Town. Excludes: 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 Town are subject to archival review.
A05	Consultants Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May also include similar records regarding legal solicitors and engineering firms. Excludes: Reports – file by subject Quotations and Tenders – see F18 Invoices – see F01	Originating	2**	
A06	Inventory Control	Originating	6	

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	Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels. Excludes: Assets – see F06			
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, microfiche readers, etc. Excludes: Computer Hardware or Software – see A03 Service Agreements – see L14 Assets – see F06	Originating	E	E = disposal of item
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	
A09	Policies and Procedures Includes policy and procedure manuals, guidelines and directives.	Originating	P**	
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies and records related operations. Excludes: Records Retention By-law – see C01 Policies and Procedures – see A09 Records Disposition – see A11	Clerk's Office	S	

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A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's Office	P	
A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems and 911 emergency systems. Excludes: Licenses – see P09 Assets – see F06 Long distance call records – see F01 Agreements – see L04 or L14	Originating	S	
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements, such as itineraries, maps, authorizations, reservations, vehicle rentals, and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: Employee and Council expenses – see F09	Originating	1	
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**	
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, pricelists, correspondence, and bidders information sheets.	Originating	2	

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	<p>Excludes: Purchase Orders and Requisitions – see F17 Office Equipment (owned and leased) – see A07 Fleet Management – see V01</p>			
A16	<p>Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the Town and all other levels of government, such as telephone numbers, contact names, etc. 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: Legislation – see L10 or L11</p>	Originating	5**	
A17	<p>Access to Information Includes documents regarding the Town’s responsibilities under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Also includes documents regarding the handling of requests under a Routine Disclosure Program. Excludes: Copies of the Act – see L11 Complaints and Inquiries – see M04</p>	Clerk’s Office	E+3	E = end of the calendar year in which the file is closed
A18	<p>Security Includes reports, requests, logs and other records regarding the security of offices/facilities and properties, such as security passes and control of keys. Excludes:</p>	Originating	5	

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	Vandalism Reports – see P05 Computer Security – see A03			
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 and cost reports. Also includes architectural and engineering drawings.	Facilities Management Originating	E+3**	E = facility closed As-builts are kept until superseded.
A20	Building and Property Maintenance Records regarding the maintenance of the Town'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 and office cleaning. Excludes: Parks Management – see R04 Recreational Facilities – see R05	Facilities Management Originating	5	Setup tests and manuals are kept for E+1 year. E = equipment removed
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1	
A22	Accessibility of Services Includes records relating to the accessibility of the Town's buildings, services and information to people with disabilities.	Originating	5	
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	

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A24	Access Control and Passwords Includes records related to the management of and access to programs. Includes individual access, password management, etc.	Originating	S	
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: Financial Audits (Statutory Audits) – see F03	Internal Audit Originating	6	Working papers are kept for 1 year. DWQMS internal and external audits are kept for 10 years.
A26	Statistics and Tracking Includes records related to tracking department or program performance metrics, KPIs and statistics. Excludes: 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
A28	Performance Management/Quality Assurance Includes records regarding the performance of the Town as a whole and quality assurance programs, such as the Ontario Municipal Benchmarking Initiative (OMBI), National Quality Institute (NQI) Benchmarking, Balanced Score Cards, Municipal Performance Measurement Programs.	Originating	S**	

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	Key performance indicators, etc. would also be included. Types of records included would be reports, statistical analyses, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc. Excludes: Employee performance appraisal – see H03 Council Goals and Objectives – see C08			
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Primary Heading – Council and By-Laws				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
C00	Council, Boards and By-Laws – General Includes records regarding Council, Boards and By-Laws which cannot be classified elsewhere. Use only if not other heading is available.	Originating	1	
C01	By-laws Includes final versions of Town by-laws & amendments & attachments that are legally part of the by-laws. Excludes: Background information – file by subject	Clerk's Office	P**	
C02	By-laws – Other Municipalities			Discard when no longer useful.
C03	Council Agendas Includes notices of meetings and agendas of Council meetings as well as working notes used in agenda preparation.	Clerk's Office	P**	
C04	Council Minutes Includes minutes of the proceedings of Council meetings as well as attachments to the minutes. Excludes: Committee and Board Agendas – see C05	Clerk's Office	P**	Working notes are kept for 6 years.

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	Committee and Board Minutes – see C06 Reports to Council – see C11			
C05	Committee and Board Agendas Includes notices of meetings and agendas for Advisory Committees and Boards as well as working notes used in agenda preparation.	Clerk’s Office	P**	
C06	Committee and Board Minutes Includes minutes of Town Committees and Boards as well as copies of Local Board Minutes that members of Council belong to.	Clerk’s Office	P**	
C07	Elections Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by Council Members and information on ward boundaries. Also includes advertising.	Clerk's Office	E+4 E+120 Days P**	Campaign finance records and other election records that need to be retained until the next election are kept for E+4 years. 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 recounts.
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives, and mission statements, such as the municipal sustainability plan.	Originating	P**	

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C09	Motions and Resolutions Includes final signed versions of resolutions and motions of Council.	Clerk's Office		Reference – discard when no longer useful.
C10	Motions and Resolutions – Other Municipalities		P**	
C11	Reports to Council Includes all reports to Council. Filed by subject.	Clerk's Office	E+4	E = end of term of Council Unsuccessful applicant records are retained for 1 year.
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff and council members, such as applications, appointment justifications and decisions, and other appointment related documents. Excludes: Committee and Board Agendas – see C05 Committee and Board Minutes – see C06	Clerk's Office	2	
C13	Accountability, Transparency and Governance Includes 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.	Clerk's Office		

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Primary Heading: Development and Planning				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
D00	Development and Planning – General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
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: Vital Statistics – see L12	Originating	10**	
D02	Economic Development Includes records regarding economic growth, including studies, statistics, projections, submitted proposals, etc. Excludes: Demographic Studies – see D01 Residential Development – see D04 Tourism Development – see D06 Industrial/Commercial Development – see D21	Originating	10**	
D03	Environment Planning Includes records for general types of environmental studies with a long-range planning emphasis, ie: storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Excludes: Air Quality Monitoring – see E05 Water Monitoring – see E14 Waste Management – see E07	Originating	E+10**	E = expired or later of date of offence or day evidence of offence first came to attention of person appointed under s. 5.

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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.	Originating	10**	
D05	Natural Resources Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits and other natural resources information.	Originating	5**	
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**	
D07	Condominium Plans Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes, background information and applications.	Development Services	P	Applications are kept for 7 years after final decision.
D08	Official Plans Includes the official plan 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.	Development Services	P**	
D09	Official Plan Amendment Applications Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Development Services	E+5	E = final decision
D10	Severances Includes records regarding the granting of severances to parcels of land including application for severance. Excludes: Agreements under By-law – see L04	Development Services	E+6	E = land titles registration

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D11	Site Plan Control Excludes: Private Site Servicing – see E12	Development Services	P	Not currently used.
D12	Subdivision Plans Includes records regarding the approval of plans of subdivision. Includes drawings, technical reports, correspondence, written comments, working notes and background information, clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Excludes: Subdivision Agreements – see L04	Development Services	P	Applications are kept for 7 years after final decision.
D13	Development Permits Class 1 or 1a Excludes: DP 2 or 3 – see D14 Budget Variances – see F05	Development Services	P	
D14	Development Permits Class 2 or 3 Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: Zoning By-laws – see C01 Variances – see D13	Development Services	P	
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: Original Agreements – see L04	Development Services	E+6**	E = termination of right

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D16	Encroachments Includes all records regarding private properties encroaching on municipal lands, including encroachment permits. Also includes surveys and any other related documentation. Excludes: Original Agreements – see L04 Original Encroachment By-laws – see C01	Originating	E+6**	E = termination of right
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.	Originating	P**	
D18	Community Improvement Projects 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.	Originating	E+6**	E = completion of the project
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.	Originating	S+10**	
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.	Originating	P	

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D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records may include studies, statistics, projections, development tracking files, etc.	Originating	10**	
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format.	Originating	S	Excludes the actual data residing on these systems.
D23	Agricultural Development	Originating	10**	Not currently used.
D24	Background Reports for Official Plan Includes reports pertaining to amendments and changes to the Official Plan.	Planning Services	E+5	E = final decision
D25	Property Searches Includes presales property information searches and compliance and release requests with respect to registered agreements.	Originating	S+E	E = new presale on file (2 most recent retained) Compliance and release requests kept for 15 years
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

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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, consulting 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	10**	
D28	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, Council decisions, by-law, correspondence, etc. Only applicable to parcels of land contained within a registered plan of subdivision.	Planning Services	E+5	E = final decision

Primary Heading: Environmental Services				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
E00	Environmental Services Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
E01	Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers. Excludes: Waste Management – see E07 Storm Sewers – see E02 Treatment Plants – see E03 MOECC Approvals – see E21	Engineering Services	E+5	E = project or maintenance finished Specifications are kept permanently.

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E02	Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers.	Engineering Services	E+5	E = project or maintenance finished Specifications are kept permanently.
E03	Treatment Plants Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes Wastewater Treatment Facility/collection and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts and site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.) May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning. Excludes: Private Site Servicing – see E12	Originating	5	Specifications are kept permanently. Plans are kept for E+2 years. E = cease to apply`
E04	Trees Includes records of tree removal, planting, trimming, pruning and preservation.	Originating	5	
E05	Environmental Assessments and Air Quality Monitoring Includes environmental monitoring and inspection reports of industrial, commercial or residential properties. Includes monitoring of air quality records and associated responses. Excludes: Water Quality – see E14 By-law Enforcement – see P01 Complaints and Inquiries – see M04	Originating	20**	
E06	Utilities	Originating	5**	

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	Includes maps and location drawings provided to the municipality from utility companies, such as telephone lines, gas mains, power lines, water mains etc. Excludes: Site Plans – see D11			
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. Excludes: Sanitary Sewers – see E01 Environment Planning – see D03 Private Site Servicing – see E12	Public Works	E+10**	E = cease to apply Annual landfill operation report and Hazardous waste sites records are kept for E+2 years. E = depot ceases to operate *** If National Guidelines apply, records are kept permanently.
E08	Water Works (Drinking Water Treatment and Distribution) Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment. Includes water meter registration numbers. Also includes water treatment facility/distribution and equipment design, construction 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.) May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning. Excludes:	Originating	15	Specifications are kept permanently.

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	Water Pumping Stations – see E03			
E09	Drains Includes records regarding the design, construction and maintenance of drains. Also includes engineering reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants.	Engineering Services		Specifications are kept permanently. No drains within the Town of Carleton Place
E10	Pits and Quarries Not in use.	Engineering Services	5**	Specifications are kept for the life of the pit or quarry.
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 documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results.	Originating	5** or expiry of plan + 2 years	
E12	Private Site Servicing Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems. Also includes records regarding private site services; e.g. switching from septic to municipal services.	Engineering Services	5**	Specifications are kept permanently.
E13	Water Monitoring Category not used – integrated with Water Monitoring and Sampling, E14.			
E14	Water Monitoring and Sampling Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites) and responses to interference with quality or quantity.	Public Works Originating	E+15	E = created, approved or plan no longer in force. All water quality results are kept permanently

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	<p>Includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and storm water. Includes H/C records of Ministry of the Environment and Climate Change (MOECC) DW and WW Compliance Inspection Reports, data request items, inspection responses and related documents. 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. Includes H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation and Procedures/ Requirements). Includes H/C records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to MOECC and local Health Unit. Also includes regulated chemical samples collected and tested annually and engineer evaluation reports. Lead sampling documents include all Community Lead Sampling Program specific documents and guidance.</p> <p>Excludes: Air Quality Monitoring – see E05 By-law Enforcement – see P01 Complaints and Inquiries – see M04</p>			(chains of custody records are kept for the normal retention period).
E15	<p>Chemical Sampling of Water Category not used – integrated with Water Monitoring and Sampling, E14.</p>	Engineering Services	Created, approved or plan no longer in force +15	
E16	<p>Backflow Prevention and Cross Connection Control Includes records relating to backflow prevention and cross connection control program. Records will include: cross connection surveys, test reports and test results, inspection reports, lists of approved and installed backflow prevention</p>	Engineering Services	15	

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	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.			
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 management of energy consumption and conservation at municipal buildings and facilities.	Originating	E+7	E = end of reporting period
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 and beaches.	Originating	E+3	E = end of the designated year
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, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	Originating	E+15	E = created, approved or facility no longer in force
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 the acceptance of	Engineering Services	E+15	E = created, approved or plan no longer in force

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	<p>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 risk assessments and risk management plans. Excludes: Prohibition Notices and Orders – see P20 Contracts and Agreements – see L14</p>			
E21	<p>Ministry of the Environment and Climate Change (MOECC) Environmental Compliance Approvals</p> <p>Includes Environmental Compliances issued by MOECC to the municipality for municipal drinking water systems, municipal and private sewage works 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 MOECC Inspection Reports.</p>	<p>Engineering Services Originating</p>	E+2	E = ceases to apply

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Primary Heading: Finance and Accounting				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
F00	Finance and Accounting – General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if noother heading is available.	Originating	1	
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: Cancelled Cheques – see Cheques, F07 Employee and Council Expenses – see F09	Finance	E+7	E = end of the fiscal year
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: Write-offs – see F23 Tax Assessments, Rolls and Tax Arrears – see F22	Finance	E+7	E = end of the fiscal year
F03	Financial Audits Includes records regarding internal and external financial audits of accounts. Excludes: Internal or Operational Audits – see A25 Audited Financial Statements – see F10	Finance	6	

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F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: Banking Statements – see F07	Finance	6	
F05	Budgets and Estimates Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Finance	6**	
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization and disposal. Excludes: Land Acquisition and Sale – see L07	Finance	E+6**	E = disposal of asset inventories are kept for E+10 years.
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: Banking – see F04	Finance	6	
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: Debenture Registers – see F14	Finance	E+6	E = debentures surrendered for exchange/cancellation

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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: Attendance – see H01 Travel and Accommodation – see A13	Finance	E+7	E = end of the fiscal year
F10	Financial Statements Includes the balance sheet, income statement, statement of source, application of funds and audited financial statements. Excludes: All working notes, calculations – see F26	Finance	P**	
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports for programs, such as the Road and Farm Tax Rebate, Waste	Finance	E+6	E = repayment of loan
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+6	E = closure of account
F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	E+6	E = end of the fiscal year
F14	Subsidiary Ledgers, Registers, and Journals Includes all subsidiary ledgers, registers, and journals, such as Payment and Receipt Journals and Debenture Registers.	Finance	E+7**	E = end of the fiscal year

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	Excludes: Payroll Registers – see F27 Documents and vouchers used to support entries – file by subject			
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance	P	
F16	Payroll Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: Payroll Registers – see F27	Human Resources Originating	E+6	E = end of the fiscal year
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: Quotations and Tenders – see F18	Finance	E+6	E = end of the fiscal year
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services, Requests for Proposals, Invitations to Tender, Proposals, Tender Submissions, Pre- qualifications, and all documentation regarding the selection process. Excludes: Successful quotations and tenders – see Contracts and Agreements, L04	Finance or Originating	6**	Unsuccessful bids are retained for at least 3 years from contract award.

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F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance or Originating	6	
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.	Finance	6	
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges. Excludes: Accounts Receivable – see F02 Tax Rolls – see F22	Finance	6	Records related to mortgages must be kept for 10 years.
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: Accounts Receivable – see F02 Mortgage Companies – see F02 Correspondence related to tax issues that are not of a long-term importance – see F02	Finance	P	
F23	Write Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable – see F02	Finance Originating	6	
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests.	Originating	E+7	E = end of the fiscal year or last day of residence

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F25	Security Deposit Includes development deposits, letters of credit, proof of insurance when required, and records of monies held as security (i.e. bonds).	Finance	E+6	E = closure of account
F26	Working Papers Includes all working notes, calculations and background documentation used to calculate financial statements (Example Monthly Trial Balance). Excludes: Financial Statements – see F10	Finance	E+1	E = after completion of audit
F27	Payroll Registers Includes all annual payroll registers. Excludes: Any other subsidiary ledger, register or journal – see F14 Documents and vouchers used to support entries – file by subject	Human Resources	75	

Primary Heading: Human Resources				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
H00	Human Resources – General Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
H01	Attendance and Scheduling Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, excess hours, on-call schedules, etc. Excludes: Individual Time Sheets – see F16	Human Resources Originating	E+3**	E = record created

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H02	<p>Benefits Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans and general information on EHT. Excludes: Payroll – see F16</p>	Human Resources	S	
H03	<p>Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee and employee assistance. Includes full-time, part-time, student employees and volunteers. Excludes: Grievances – see H14 Harassment – see H15 Health and Safety Training – see H04</p>	Human Resources Originating	E+6	<p>E = date the employee is no longer employed by the Town or the employee's 18th birthday, whichever occurs later Drinking water system training records are kept for E+5 years. Firefighter employment terms are kept for E+25 years.</p>
H04	<p>Health and Safety Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety and Insurance Board reports, information on health and safety programs for staff, and records related to mandatory health and safety training. Excludes: Accidents of the Public – see P05 Lost-time reports and claims – see H13</p>	Human Resources	E+10	<p>E = date the employee is no longer employed by the Town. For confined space entry training: the two most recent records are kept. Accident reports for construction projects</p>

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				are retained with project records for 1 year after project completion.
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management and related records. Excludes: Employee Records – see H03	Human Resources	1**	
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources Originating	S**	
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: Collective Agreements – see L04	Human Resources	E+10**	E = expiry of contract period
H08	Organization Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts. Excludes: Job Descriptions – see H06	Human Resources Originating	S**	
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any	Human Resources	5	

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	reference material retained regarding issues related to pay equity. Excludes: Employee Records – see H03			
H10	Pension Records Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: Deductions for pensions – see F16 General information – see H02 Payments made to OMERS – see F01	Human Resources	E+50	E = date the employee is no longer employed by the Town
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: Successful applications – see H03	Human Resources	1**	Fire Department multi-year recruitments are kept for 2 years.
H12	Training and Development Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation materials. Excludes: Employee Records – see H03 Health and Safety Training – see H04 Only courses developed and presented by the Town are subject to archival selection.	Human Resources Originating	E+3**	E = date when that particular course ceases to be offered
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Excludes: 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 Town

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				Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of 40 years from the time such records were first made with respect to the worker; or 20 years from the time the last of such records were made with respect to the worker.
H14	Grievances Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution. Excludes: Harassment and Violence – see H15	Human Resources	E+10	E = resolution of the claim
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: Grievances – see H14	Human Resources	E+3	E = resolution of the complaint sexual harassment investigations are kept for E+7 years.
H16	Criminal Background Checks			

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	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.	Human Resources	E+40 or 20 years after last record of exposure.	E = date the employee is no longer employed by the Town 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.
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 Town 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

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				must be retained for 100 years in accordance with presumptive legislation requirements.
H19	Disability Management Includes all records related to occupational and non-occupational injuries/illnesses. Incl. 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
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.	Human Resources Originating	E+1	Longer of: E = document created or E = period necessary to ensure 2 most recent records retained.
H21	Employee Recognition Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as retirement celebrations, service awards, etc.	Human Resources Originating	5	E = end of the calendar year
H22	Employee Certifications Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Incl. 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.	Originating	Certification Expired +2	E = date the employee is no longer employed by the Town

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Primary Heading: Justice				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
J00	Justice – General Includes Court and POA (Provincial Offences Act) records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	4	
J01	Certificates of Offence – Part 1			Category not used.
J02	Information – Part 3			Category not used.
J03	Control Lists			Category not used.
J04	Court Dockets			Category not used.
J05	Transcripts and Records of Court Proceedings			Category not used.
J06	Enforcements and Suspensions			Category not used.
J07	Appeals and Transfers			Category not used.
J08	Statistics – Courts			Category not used.
J09	Disclosure	Originating	6	Category not used.
J10	Certificates of Conviction – Part 2 Includes Court and POA records including Part 2 – Certificates of Conviction.		6	

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Primary Heading: Legal Affairs				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
L00	Legal Affairs – General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
L01	Appeals and Hearings Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes planning appeals, and official plan appeals. Includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none"> • Litigation – see L02 or L03 • Harassment and Violence – see H15 • Access to Information appeals – see A17 	Originating	P	
L02	Claims Against the Municipality Includes all litigation made by other parties against the municipality. Excludes: Appeals and Hearings – see L01	Administration	E+15	E = resolution of the claim and all appeals
L03	Claims By the Municipality Includes all litigation made against other parties by the municipality. Excludes: Appeals and Hearings – see L01	Administration	E+15	E = resolution of the claim and all appeals

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<p>L04</p>	<p>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, site plan agreements, Committee of Adjustment agreements and subdivision agreements. Includes agreements regarding easements, encroachments, area ways and laneways. Excludes: <ul style="list-style-type: none"> • Office Equipment Maintenance Agreements –see L14 • Contracts regarding Land – see L07 • Insurance Policies – see L06 </p>	<p>Originating</p>	<p>E+15**</p>	<p>E = date the contract or agreement is fulfilled or terminated</p>
<p>L05</p>	<p>Insurance Appraisals Includes appraisals of municipal property for insurance purposes.</p>	<p>Originating</p>	<p>E+15</p>	<p>E = after a new appraisal has been done</p>
<p>L06</p>	<p>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 </p>	<p>Originating</p>	<p>E+15</p>	<p>E= expiry of the policy</p>
<p>L07</p>	<p>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 deeds/transfers and expropriation plans, purchase letters and appraisals.</p>	<p>Administration</p>	<p>E+15**</p>	<p>E = property disposition or acquisition Renewable energy project agreement terms may not be more than 50 years.</p>

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L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Originating	S**	
L09	Precedents			Category not used.
L10	Federal Legislation			Category not used.
L11	Provincial Legislation			Reference – discard when no longer useful.
L12	Vital Statistics Includes registers of births, deaths and marriages. Excludes: Population Statistics – see D01	Clerk's Office	P	Marriage licence applications kept for 2 years.
L13	Prosecutions – Part 3 Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Appeals and Hearings – see L01 • Part 1 and 2 Prosecutions – see L15 		E+7	E = delivery of judgement/closing of file
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 and purchase agreements. Excludes: <ul style="list-style-type: none"> • Agreements listed under L04 	Originating	E+2**	E = expiry of the contract

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L15	<p>Prosecutions – Part 1 and 2 Set Fines Includes records regarding prosecutions to enforce parking infractions, notices and tickets/fines. Excludes:</p> <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Appeals and Hearings – see L01 • Part 3 Prosecutions – see L13 		E+ 6 months	E = delivery of judgement/ closing of file
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Primary Heading: Media and Public Records				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
M00	<p>Media and Public Relations – General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.</p>	Originating	1	
M01	<p>Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes:</p> <ul style="list-style-type: none"> • News Releases – see M06 • Recruitment – see H11 • Elections – see C07 	Originating	3**	
M02	<p>Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries. Also includes records regarding the setup and running of special events. Excludes:</p> <ul style="list-style-type: none"> • Permit to hold event – see P11 	Originating	5**	

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M03	Charitable Campaigns, Fund Raising and Donations Includes records regarding the raising of funds and donations for municipality run programs or for other charitable organizations. Excludes: <ul style="list-style-type: none"> • Receipts – see F19 	Originating	3**	
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. 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 – see A17 • Specific Complaints – see appropriate subject 	Originating	1**	
M05	News Clippings			Category not used.
M06	News Releases Includes background notes and final versions.	Originating	3**	
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, 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.

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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 News Clippings – M05 • News Releases – see M06 	Originating	3**	
M09	Visual Identity and Insignia Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Originating	S+5**	
M10	Website and Social Media Content Includes screenshots 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.	Originating	S	
M11	Community Outreach and Engagement Includes material related to community outreach initiatives and engagement efforts carried out by Town departments. For example, fire safety or water conservation 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 Town events.	Originating	3	

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M13	Communication Plans and Strategies Includes communication plans and strategies employed by Town departments and staff.	Originating	5	
M14	Public Relations and Public Awareness Campaigns Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications.	Originating	5**	

Primary Heading: Protection and Enforcement				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
P00	Protection and Enforcement Services – General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws, such as parking tickets, orders to comply, inspection reports, field reports, stop work orders, officer’s notes, correspondence, exhibits, photographs, etc. Excludes: <ul style="list-style-type: none"> • Health Inspections – see P07 • Investigations – see P08 • Environmental Monitoring – see E05 	Originating	10**	

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	<ul style="list-style-type: none"> • Animal Control Enforcement – see P14 • Lottery License Enforcement – see P09 			
P02	<p>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.</p>	Originating	5**	<p>Fire records are kept for 10 years.</p> <p>EMS records are kept for 6 years.</p>
P03	<p>Emergency Planning Includes records regarding the planning and rehearsal of emergency measures. May also include records of previous disasters including reports, press clippings, etc.</p>	Originating	S**	<p>E+5 if Canadian Environmental Protection Act applies = expiry of plan</p>
P04	<p>Hazardous Materials Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Safety Training – see H04 • Personal exposure – see H17 • Manifests – see E07 	Originating	S+5	<p>7 years or tank removal + 7 years if Canadian Environmental Protection Act applies</p>
P05	<p>Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Security – see A18 • Accidents of Municipal Staff – see H04 • Vehicle Accidents – see L02 or L03 • Emergency Services Accident Reports – see 	Originating	E+3	<p>E = date the incident or accident occurred (ensure 2 most recent reports are kept)</p>

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	<p>P18</p> <ul style="list-style-type: none"> • Fire and Rescue Incident Reports – see P24 			
P06	<p>Building and Structural Inspections Includes inspection reports, such as building, plumbing, fire prevention, and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes:</p> <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
P07	<p>Health and Safety Inspections Includes health inspection reports conducted or performed by Health and Safety Committee on private, public and commercial properties and Fire Marshal or Public Health Inspections.</p>	Originating	E+5	E = date of inspection
P08	<p>Investigations Includes records of investigations pertaining to law enforcement, traffic accidents, ambulance and firefighting activities. Excludes:</p> <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment and Violence – see H15 	Originating	10**	
P09	<p>Licencing Includes records regarding licences administered by or required by the municipality, or required by the province, such as licencing for dog kennels, dogs, liquor, businesses and quarries, etc. Excludes:</p>	Originating	E+6	E = expiry of the license

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	<ul style="list-style-type: none"> • Marriage Licences – see Vital Statistics, L12 • Lottery Licenses – see P20 			
P10	<p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • All other permits – see P11 	Building Services	P	
P11	<p>Permits, Other</p> <p>Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, transport oversize loads, erect signs, park on the street, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 	Originating	E+2	E = expiry of the permit
P12	Warrants			Category not used.
P13	Criminal Records			Category not used.
P14	<p>Animal Control Includes records regarding the control of household pets, strays reports.</p> <p>Excludes:</p>	Originating	E+2	

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	Dog Licenses – see P09			
P15	Community Protection Programs Includes records regarding community protection and crime prevention.	Originating	S+2**	
P16	Emergency Services Includes records regarding fire and rescue services.	Emergency Services	S+10	
P17	Emergency Services Incident and Impact Reports Records associated with emergency medical services incident reporting.	Emergency Services	E+10	Event = date the incident or accident occurred
P18	Emergency Services Accident Reports Records associated with emergency medical services accident reporting.	Emergency Services	E+10	Event = date the incident or accident occurred
P19	EMS Accident Statistics			Category not used.
P20	Prohibitions and Notices Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.		E+6	E = expiry of the license
P21	Facilities Routine Water Use, Monitoring and Testing Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels.	Parks and Recreation Child Care	Pools=1 Child Care Facility=6	

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Primary Heading: Recreation and Culture				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
R00	Recreation and Culture – General Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations of buildings and archaeological studies. Excludes: Original By-laws – see By-laws, C01	Planning Services	E**	E = removal of designation for heritage properties General and background records related to heritage planning and development are kept for 10 years.
R02	Library Services Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries.		5	
R03	Museum and Archival Services	Originating	P**	Category not in use.
R04	Parks Management Includes correspondence, descriptions, reports and other records dealing with the management, design, setup, landscaping and maintenance of	Parks and Recreation Originating	10**	Playground equipment maintenance records are retained permanently.

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	specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none"> • Building & Property Maintenance – see A20 			Final park design, planning and development decisions, drawings and specifications are retained permanently.
R05	Recreational Facilities Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. Excludes: <ul style="list-style-type: none"> • Facilities Construction – see A19 • Building and Property Maintenance – see A20 	Parks and Recreation	5	Architectural and engineering drawings As Built = until superseded
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	2**	

Primary Heading: Social Services				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks

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S00	Social and Health Care Services – General Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
S01	Children's Day Nursery Services Includes general program information regarding childcare programs, such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding drinking water testing and fire drills. Excludes: Medical Records – see S06	Originating	E+2	Fire drill records are kept 2 years. Inspection reports are kept for 2 years. Water testing and reporting records are kept for 6 years.
S02	Elderly Assistance Includes general program information regarding programs intended to improve the quality of life for senior citizens, such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged.	Originating	7	
S03	Long Term Care Facility Resident Records			Category not used.
S04	Social Assistance Programs Includes information regarding social assistance programs available to residents.	Originating	10	
S05	Ontario Works Case Records			Category not used.
S06	Medical Case Records			Category not used.
S07	Children's Services	Originating	3	

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	Includes general program information for programs benefiting disabled children, abused children and other children's programs. Excludes: <ul style="list-style-type: none"> • Medical records – see S06 • Day care programs – see S01 			
S08	Public Health Includes records regarding Public Health programs, such as health and safety education.	Originating	5	
S09	Cemetery Records			Category not used.
S10	Day Care Nursery Records Includes application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, etc. Excludes: Handicapped children's services – see S07 Serious occurrence /allegation investigation involving program participants (non-staff) – See P08 Serious occurrences and allegations involving municipal staff – see H15	Originating	Last participated date + 3	
S11	Disabilities Support Clients			Category not used.
S12	Housing Services			Category not used.
S13	Housing Tenant Clients			Category not used.
S14	Home Child Care Program			Category not used.
S15	Home Child Care Clients			Category not used.
S16	Social and Health Care Planning			Category not used.
S17	Client Care Coordination			Category not used.

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S18	Long Term Care Operations			Category not used.
S19	Food Preparation and Service			Category not used.
S20	Cemetery Operations			Category not used.

Primary Heading: Transportation Services				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
T00	Transportation - General Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
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	E+6	E = removal of the equipment Specifications are kept permanently.
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
T03	Public Transit			Category not used.
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, bridges, etc. Excludes:	Public Works	E+5**	E = project finished Specifications are kept permanently.

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	<ul style="list-style-type: none"> • Design and Planning – see T05 • Routine maintenance and minor improvements to road systems – see T06 			
T05	<p>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.</p>	Originating	E+5**	E = project finished Specifications are kept permanently.
T06	<p>Road and Sidewalk Maintenance and Salt Usage Includes records and studies regarding the inspection and maintenance of roads and sidewalks. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.</p>	Public Works	E+5	E = project finished Specifications are kept permanently. Road salt usage records are kept for 7 years if Canadian Environmental Protection Act applies.
T07	<p>Signs and Signals Includes records and studies regarding the manufacture and installation of signs and signals. Excludes: Visual Identity Program – see M09</p>	Public Works	E+1	E = removal of sign/signal
T08	<p>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 temporary road closures for special events.</p>	Originating	E+3**	E = project finished Temporary road closure records are kept for 2 years.

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	Excludes: Non-temporary road closures – see T09			
T09	Roads and Lanes 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
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Originating	E+1	E = project finished
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Originating	E+5	E = project finished Specifications are kept permanently.

Primary Heading: Vehicles and Equipment				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks
V00	Vehicles and Equipment - General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	

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V01	Fleet Management Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files 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+ 2	E = termination of lease or de-servicing of vehicle
V02	Mobile Equipment Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	Originating	E+1	E = disposal of equipment
V03	Transportable Equipment Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+1	E = disposal of equipment
V04	Protective Equipment Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. Excludes: Uniforms and Clothing – see A14	Originating	E+1	E = disposal of equipment
V05	Fleet Daily Inspection Reports/Logs Includes records regarding daily inspection reports or logs for all current fleet vehicles. Excludes:	Originating	E+1	E = 1 year from the last date completed in the log

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	Vehicle history or maintenance – see V01			
V06	Ancillary Equipment Records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipmentsuch as appliances, water heaters, garbage compactors, furniture (non-office), industrial shredders, etc. Includes correspondence, equipmentuser and procedural manuals, warranty, maintenance and history records. Also includes setup tests and manuals.	Originating	E+1**	E = disposal of equipment Setup tests are kept until superseded. Small water system equipment records are

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BY-LAW NO. 67-2021

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its council; and

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9; shall be exercised by by-law; and

WHEREAS the Council for The Corporation of the Town of Carleton Place deems it expedient that the proceedings of meetings of Council be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. That the actions of the Council of the Corporation of the Town of Carleton Place at its meeting held on **April 13, 2021**, in respect to each report, motion, resolution or other actions recorded and taken by the Council at its said meeting, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
2. That the Mayor and appropriate Manager of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of the Council of the Town of Carleton Place referred to in the proceeding section;
3. That the Mayor and Clerk, and their designates, are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of the Corporation of the Town of Carleton Place to all such documents;
4. That the Treasurer, or designate, is hereby directed to execute any documents necessary on behalf of the Council of the Town of Carleton Place and to affix the corporate seal of the municipality to all such documents.
5. That this by-law shall come into effect upon final passage.
6. This by-law may be cited as the "**April 13, 2021 Confirmatory By-Law**"

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13th, DAY OF APRIL 2021.

Doug Black, Mayor

Stacey Blair, Clerk