A. CALL TO ORDER

B. PRAYER

C. DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF

D. ADOPTION OF COUNCIL MINUTES
   1 Special Council Meeting of June 28, 2017

E. PUBLIC MEETING/HEARINGS
   "NIL"

F. PRESENTATIONS/DELEGATIONS
   1 Josh Morgan, Morgan Planning & Development Inc. re 5174 Severn Pines Crescent

G. ACCOUNTS
   1 Accounts for the Months of June & July 2017

H. REPORTS FROM OFFICIALS (for information)
   "NIL"

I. REPORTS FROM OFFICIALS (for direction)
   1 Planning & Development
      1.1 Planning Report No. P17-029 re 1366 Cambrian Road (see Agenda Item No. K-1)
   2 Recreation & Facilities
      2.1 Recreation Report No. R17-047 re C.C. Tatham Proposal for Engineering Services of the Coldwater & District Community Centre

THE CORPORATION OF THE TOWNSHIP OF SEVERN
REGULAR COUNCIL MEETING
Wednesday, August 9, 2017
Council Chambers - Municipal Office
7:00 P.M.
AGENDA
3 Public Works

4 Fire & Emergency Services
   "NIL"

5 Corporate Services
   5.1 Corporate Services Report No. C17-026 re Records Management Retention Periods - Update (See Agenda Item No. O-3) 221-222
   5.2 Corporate Services Report No. C17-027 re Insurance Requirements - 2786 MacLean Lake License of Occupation 223-226

6 Administration
   "NIL"

J. CORRESPONDENCE (for information)
   1 Konrad Brenner re Division Road East Upgrades 227-228
   2 Lake St. George Community Centre re Financial Statement to June 30, 2017 229-230
   3 Drinking Water Source Protection re SSEA Annual Report of Risk Management Services 231-252
   4 Severn Sound Environmental Association re Minutes of June 8, 2017 253-260
   5 Sustainable Severn Sound re Quarterly Meeting - April 13, 2017 261-274
   6 Orillia & Area Physician Recruitment & Retention re Activity Report 275-284

K. CORRESPONDENCE (for direction)  Page #
   1 Jamie Tofflemire re Purchase of 1 Foot x 1 Foot Parcel - 1366 Cambrian Road 285-286
   2 Orillia & District Agricultural Society re Fall Fair
      (a) Demolition Derby 287-288
      (b) Grading of Track 289-290
   3 Andrew Murray re Severn River Concerns 291-292
   4 Bob Snider re Doug Smith Drive 293-294
5 Anneli Tapanila re Horse Riding Signs - Cambrian Road 295-296
6 John E. Webb re Library Box 297-306
7 Coldwater Mill Heritage Foundation re Development Charges 307-308
8 Friends of the Washago Water Tower re Tower Wrap 309-310
9 County of Simcoe re 13th Annual Warden's Golf Tournament 311-312
10 Ali van Yzendoorn re Financial Assistance - Cycling 313-314
11 Bill & Leslie Ellins re Lot Grading Deposit - 3476 Carlyon Line 315-316
12 Kim Lewis re Development Charges for Garden Suite - 2460 Carlyon Line 317-318
13 Couchiching Cove Homeowners Association re Various Concerns - Wood Avenue 319-320
14 Ministry of Municipal Affairs re Municipal Elections Act - Nomination Papers 321-322

L. ADOPTION OF COMMITTEE REPORTS  
1 Culture & Recreation Advisory Committee - June 13, 2017 323-326
2 Coldwater Business Improvement Area
   (a) June 19, 2017 327-330
   (b) July 17, 2017 331-334

M. MOTIONS

N. INQUIRIES FOR STAFF REPORTS

O. GENERAL BY-LAWS  
1 By-law No. 2017-57, Being a By-law to Amend By-law No. 2016-54 (Subdivision / Condominium Agreement - 1959 Peninsula Point Road) 335-336
2 By-law No. 2017-58, Being a By-law to Amend By-law No. 2006-67, as amended (Impose Charges to Obtain Revenue to Pay the Capital Charges for the Works Relating to the Westshore Water & Sewer System) 337-338
3 By-law No. 2017-59, Being a By-law to Establish the Retention Periods for Certain Records Required to be Kept for the Corporation of the Township of Severn 339-374
4 By-law No. 2017-60, Being a By-law to Authorize the Execution of an Encroachment Agreement between the Corporation of the Township of Severn and Michael & Cindy Davenport (2109 Thomson Crescent)

P. CONFIDENTIAL AGENDA

1 Reports from Officials
"NIL"

2 Correspondence

2.1 Bill Hill re Committee of Adjustment

Q. CONFIRMING BY-LAW

1 By-law No. 2017-61, Being a By-law to Adopt the Proceedings of a Council Meeting Held on the 9th Day of August, 2017 and to Authorize Their Execution

ADJOURNMENT

Dates for Future Council Meetings

Wednesday, September 6, 2017 - 7:00 p.m.

Wednesday, October 4, 2017 - 7:00 p.m.
MINUTES OF A SPECIAL MEETING OF SEVERN TOWNSHIP COUNCIL HELD IN THE COUNCIL CHAMBERS AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, JUNE 28, 2017 FOLLOWING THE CORPORATE SERVICES COMMITTEE MEETING

PRESENT: Mayor
Mike Burkett
Deputy Mayor
Judith Cox
Councillors
Jane Dunlop
John Betsworth
Ron Stevens
Mark Taylor
Donald Westcott

STAFF:
Director of Corporate Services / Treasurer
Andrew Plunkett
Clerk
Sharon Goerke
Chief Administrative Officer
W. Henry Sander

CALL TO ORDER

Mayor Burkett called the meeting to order.

PRAYER

Mayor Burkett opened the meeting with a prayer.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Westcott with respect to Agenda Item No. D-1 as his son has a property on the Purbrook Municipal drain.

Councillor Betsworth with respect to Agenda Item No. D-1 as he is an adjacent property owner to the Area 3 Development.

Councillor Dunlop with respect to Agenda Item Nos. Q-1 & D-1 as she is an owner of property on Dunlop Drive.
ADDITION OF COUNCIL MINUTES

Regular Council Meeting of June 7, 2017.

MOTION C062617-01: Moved by Councillor Stevens and seconded by Deputy Mayor Cox that the Minutes of a Regular Council Meeting held June 7, 2017 be adopted.

CARRIED

PUBLIC MEETINGS/HEARINGS

- "NIL"

PRESENTATIONS/DEPUTATIONS

- "NIL"

ACCOUNTS

- "NIL"

REPORTS FROM OFFICIALS (for information)

- "NIL"

REPORTS FROM OFFICIALS (for direction)

Planning and Development

- "NIL"

Recreation and Facilities

- "NIL"

Public Works

- "NIL"

Fire and Emergency Services

- "NIL"

Corporate Services

- "NIL"

Administration

- "NIL"
June 28, 2017

CORRESPONDENCE (for information)
  • “NIL”

CORRESPONDENCE (for direction)
  • "NIL"

ADOPTION OF COMMITTEE REPORTS


MOTION C062817-02: Moved by Deputy Mayor Cox and seconded by Councillor Taylor that the following Committee Reports be adopted:
(a) Municipal Accessibility Committee - June 19, 2017; and
(b) Planning & Development Committee - June 21, 2017

CARRIED

MOTIONS
  • “NIL”

INQUIRES FOR STAFF REPORTS
  • “NIL”

GENERAL BY-LAWS

Motion with respect to first and second reading of By-law Nos. 2017-54 and 2017-55, inclusive.

MOTION C062817-03: Moved by Councillor Stevens and seconded by Deputy Mayor Cox that By-law Nos. 2017-54 and 2017-55 be and they are hereby read a first and second time.

CARRIED

Being a Zoning By-law to Regulate the Use of Land and the Character, Location and Use of Buildings or Structures on Certain Lands Described as Parts 1 and 2 on 51R-29823, South-West Quarter of Lot 23, Concession 12 (Former Township of Medonte, Part of Block P, Registered Plan 516 (Former Village of Coldwater), now in the Township of Severn (2 Gray Street).
June 28, 2017

By-law No. 2017-55, Being a By-law to Authorize the Execution of a Tax Arrears Extension Agreement (2822 Wainman Line).

Motion with respect to third and final reading of By-law Nos. 2017-54 and 2017-55.

**MOTION C062817-04:** Moved by Deputy Mayor Cox and seconded by Councillor Stevens that By-law Nos. 2017-54 and 2017-55 be and they are hereby read a third time and finally passed.

CARRIED

CONFIDENTIAL AGENDA

Reports from Officials
- "NIL"

Correspondence
- "NIL"

CONFIRMING BY-LAW

Motion with respect to first and second reading of By-law No. 2017-56.

**MOTION C062817-05:** Moved by Councillor Betsworth and seconded by Councillor Taylor that By-law No. 2017-56 be and is hereby read a first and second time.

CARRIED

Motion with respect to third and final reading of By-law No. 2017-56.

**MOTION C062817-06:** Moved by Councillor Betsworth and seconded by Councillor Taylor that By-law No. 2017-56 be and is hereby read a third time and finally passed.

CARRIED

ADJOURNMENT 4:23 p.m.

Motion to adjourn.
MOTION C062817-07: Moved by Councillor Betsworth and seconded by Councillor Taylor that this meeting be and it is hereby now adjourned.

CARRIED

CORPORATION OF THE TOWNSHIP OF SEVERN

______________________________
MAYOR

______________________________
CLERK
Purpose of Deputation

- To formally request that Council pass a motion to permit a proposed 3 lot residential development to proceed by way of Consent, rather than Plan of Subdivision.

Why is This Request Necessary?

- Township Official Plan Section B8.1 (Preferred Means of Land Division) directs that a plan of subdivision shall generally be required if the effect of the severance would be to create more than one building lot.

- It is understood that it is standard practice that any request to create more than 1 new lot by Consent be considered and ultimately approved by Council prior to any multi-lot proposals being considered by the Committee of Adjustment.
History of Subject Property

August 2003 – Township Council adopts an OPA which re-designates the lands to Estate Residential.

October 2003 – County of Simcoe adopts the OPA

November 2003 – Township Committee of Adjustment approves the creation of 4 lots from the original 8.9 ha parcel. The property which is subject to this application represents the retained lands

2004 – Township Council approves a ZBA which rezoned the property to the Estate Residential Three (ER3) Zone.
Overview of Subject Lands

- 4.97 hectares (12.2 acres)
- 340 metre frontage onto Severn Pines Crescent
- Vacant land
- Country Residential designation (Twp. OP)
- Rural designation (County OP)
- Estate Residential Three (ER3) Zone (Twp. ZBL)
Proposed Development

- 3 new lots and 1 retained lot
- Average lot areas of 12,425 sq.m. (3ac / 1.2 ha)
- Minimum frontages of 60 metres
Planning Justification
Consent vs. Plan of Subdivision

1. The site will be serviced with private sewage disposal systems and private wells, therefore no municipal services will be extended.

2. Access to the site is provided by Severn Pines Crescent which is a municipally maintained road.

3. No infrastructure extensions of any kind will be required in support of the proposed 3 lot development.

4. A 2003 hydrogeologic evaluation which assessed the original 8.1 hectare parcel of land concluded that the very large proposed lot areas provide ‘significant leeway with regards to sewage system suitability as there is significant room on each lot for virtually any type of configuration of private sewage disposal system’. The report also concluded that ‘widely-spaced drilled wells in normal domestic use on the very large proposed lots represent a low risk of disruptive water level interference...’.

5. The Consent process provides the Township with the ability to require the submission of any document that may otherwise be required through the Plan of Subdivision process.

6. The Site Plan Approval process, which would typically be imposed as a condition of the Consent approval, provides the Township with the control mechanism required to ensure that the future lots are developed in accordance with all applicable Township, County and Provincial policies.

7. The County of Simcoe has expressed no objection to lot creation on this parcel proceeding by Consent rather than Plan of Subdivision.

MORGAN Planning & Development Inc.
### CHEQUE REGISTERS FOR JUNE 2017

<table>
<thead>
<tr>
<th>Cheque #s</th>
<th>1-Jun</th>
<th>TO</th>
<th>19524</th>
<th>19926</th>
<th>19931</th>
<th>19932</th>
<th>19959</th>
<th>19960</th>
<th>20083</th>
<th>20102</th>
<th>20095</th>
<th>20102</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Jun</td>
<td>19524</td>
<td>TO</td>
<td>19524</td>
<td>19926</td>
<td>19931</td>
<td>19932</td>
<td>19959</td>
<td>19960</td>
<td>20083</td>
<td>20102</td>
<td>20095</td>
<td>20102</td>
</tr>
<tr>
<td>2-Jun</td>
<td>19879</td>
<td>TO</td>
<td>19879</td>
<td>19906</td>
<td>19936</td>
<td>19959</td>
<td>20083</td>
<td>20095</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-Jun</td>
<td>19880</td>
<td>TO</td>
<td>19906</td>
<td>19925</td>
<td>19936</td>
<td>19959</td>
<td>20083</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-Jun</td>
<td>19608</td>
<td>TO</td>
<td>19925</td>
<td>19930</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Jun</td>
<td>19807</td>
<td>TO</td>
<td>19970</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-Jun</td>
<td>1926</td>
<td>TO</td>
<td>19930</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-Jun</td>
<td>19931</td>
<td>TO</td>
<td>19931</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-Jun</td>
<td>19932</td>
<td>TO</td>
<td>19958</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-Jun</td>
<td>19959</td>
<td>TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28-Jun</td>
<td>19960</td>
<td>TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-Jun</td>
<td>20083</td>
<td>TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29-Jun</td>
<td>20102</td>
<td>TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total cheque registers** $5,133,442.83

---

**Total void cheques** $0.00

**TOTAL RESOLUTION** $5,133,442.83

---

The total list of accounts is available at no cost upon request from the Treasury Department. Contact Lianne MacGibbon at lmacgibbon@townshipofsevern.com
## CHEQUE REGISTERS FOR JULY 2017

<table>
<thead>
<tr>
<th>Cheque #’s</th>
<th>Date</th>
<th>Cheque</th>
<th>TO</th>
<th>Cheque</th>
<th>TO</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Jul</td>
<td>19525</td>
<td>TO</td>
<td>19525</td>
<td></td>
<td></td>
<td>$937.90</td>
</tr>
<tr>
<td>7-Jul</td>
<td>20103</td>
<td>TO</td>
<td>20103</td>
<td></td>
<td></td>
<td>$8,948.56</td>
</tr>
<tr>
<td>11-Jul</td>
<td>20104</td>
<td>TO</td>
<td>20132</td>
<td></td>
<td></td>
<td>$401,953.49</td>
</tr>
<tr>
<td>12-Jul</td>
<td>20133</td>
<td>TO</td>
<td>20133</td>
<td></td>
<td></td>
<td>$39,316.32</td>
</tr>
<tr>
<td>18-Jul</td>
<td>20134</td>
<td>TO</td>
<td>20158</td>
<td></td>
<td></td>
<td>$106,923.00</td>
</tr>
<tr>
<td>26-Jul</td>
<td>20159</td>
<td>TO</td>
<td>20240</td>
<td></td>
<td></td>
<td>$252,464.18</td>
</tr>
<tr>
<td><strong>New cheques</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-Jul</td>
<td>11</td>
<td>TO</td>
<td>25</td>
<td></td>
<td></td>
<td>$17,631.45</td>
</tr>
<tr>
<td>25-Jul</td>
<td>26</td>
<td>TO</td>
<td>89</td>
<td></td>
<td></td>
<td>$340,647.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total cheque registers</strong> $1,168,821.98</td>
</tr>
</tbody>
</table>

## Void cheques

<table>
<thead>
<tr>
<th>Date</th>
<th>Cheque #</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/17</td>
<td>019470</td>
<td>807801</td>
<td>Ontario Inc. - Wrong vendor, wrong amount as per S.G.</td>
<td>$15,674.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total void cheques</td>
<td></td>
<td></td>
<td></td>
<td>$15,674.58</td>
</tr>
</tbody>
</table>

## TOTAL RESOLUTION  $1,153,147.40
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
REPORT

TO: Mayor and Members
Severn Township Council

FROM: Katie Mandeville, Planner

DATE: August 1, 2017

RE: Part Lot 11, Concession 6, North Orillia, Part 1 on 51R-39012

Recommendation

THAT Planning Report No. P17-029, dated August 1, 2017, with respect to the one-foot by one-foot Township owned property known as Part 1, 51R-39012 be received;

AND FURTHER THAT the Clerk be directed to begin the process to dispose of these surplus lands.

Background

In May 2012 Jamie Tofflemire applied for a surplus farm dwelling severance at 1346 Cambrian Road (Application No. B-10-12). Under the 2005 Provincial Policy Statement, which was in effect at the time of the application, Section 2.3.4 c. stated that: “a residence surplus to a farming operation as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.”

Mr. Tofflemire’s 2012 application was one of the first surplus farm dwelling severances applied for in the Township of Severn and was treated as a Lot Addition by staff. This type of severance has become a growing trend with numerous applications over the past five years throughout the County of Simcoe as families are selling their agricultural lands to larger scale farmers. The severance of a surplus farm dwelling is, and was, permitted within the Provincial Policy Statement and under the Township and County’s Official Plans. The only requirement for surplus farm dwelling severances, other than that the agricultural lands must be part of a farm consolidation is that the agricultural retained lands are prohibited from having a dwelling. This can be accomplished by a registered instrument on title to this effect, or by a Zoning By-law Amendment to place the property in a site specific-zone to prohibit a dwelling. The latter has been the normal practice at the Township and endorsed by the County of Simcoe.

Mr. Tofflemire’s application included a condition of the severance that required the surplus farm dwelling to be added to an existing vacant residential lot created by a
severance in the early 1990s adjacent to the dwelling (being Part 2, 51R-22740). As the municipality had not tested this type of application at the time, and now having completed numerous other surplus farm dwelling severances within the County of Simcoe and the Township of Severn, Mr. Tofflemire realized that the lot addition and loss of his previous vacant residential severance was not something required by the applicable planning policies but was rather a suggestion by staff as a lot addition. However, under the provisions of the Planning Act, “once a severance always a severance”, means that once a lot is created by consent it cannot be reversed. An exception is where there is a change to the boundaries of the lot or lots that received the consent since the consent was given. Therefore, if the Township were to take, or be given, a portion of the property (typically a one foot by one foot parcel adjacent to the road allowance) the severance is effectively reversed for the reason noted above. This occasionally occurs where land owners would like their properties to merge in order to build across a lot line or to facilitate lot additions, such as was the case in Mr. Tofflemire’s application.

Section 24-11 of the Corporate Policy Manual states:

24-11     Consents for Lot Addition Purposes

That Township staff be authorized to accept land dedications adjacent to municipal roads to facilitate lot additions, when required.

Mr. Tofflemire recently inquired with staff on how to reinstate his former lot that is now viewed as an unnecessary lot addition. Mr. Tofflemire has confirmed that he wishes to proceed to purchase the existing one foot by one foot parcel (being Part 1, 51R-39012) that he previously dedicated to the Township to facilitate the original Lot Addition. This would effectively reinstate the previous severance without the need for a Planning Act application.

Financial Impact

The costs for the disposal of Township owned property will be the responsibility of the purchaser. These costs include the preparation of a survey which would not be applicable in this case as the lands are already surveyed with the required one foot by one foot parcel) and legal costs to transfer the land. It should be noted that the same Solicitor is acting on behalf of both parties, which may lead to some cost savings.

Strategic Plan Impact
  - Service Excellence

Respectfully submitted,

Katie Mandeville B.A., BURPI.
Planner

In concurrence,

Andrea Woodrow, MCIP, RPP
Director of Planning & Development
Appendix 1 – Key Map
Appendix 2 – 51R-22740
Appendix 3 – 51R-39012
PLAN OF SURVEY
OF PART OF LOT 11, CONCESSION 6
GEOGRAPHIC TOWNSHIP
OF NORTH ORILLIA
NOW IN THE
TOWNSHIP OF SEVERN
COUNTY OF SIMCOE
J. Ewen, B.Sc., O.L.S., O.L.P.
2013

KNOWNS AS CAMBRAN ROAD
ROAD ALLOWANCE BETWEEN LOTS 10 AND 11
PIN 56581-0054(LT)

NOTES:
ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM GPS OBSERVATIONS USING THE PRELICE POINT POSTING (PPP) SERVICE/NEON NETWORK.
COORDINATE VALUES ARE TO A URBAN ACCURACY IN ACCORDANCE WITH O.M.C. 218/10

NOTES:
BEARINGS ARE CIVIL ENGINEERING OBSERVATIONS ON MONUMENTS A AND B ALONG THE BOUNDARY LINE OF CAMBRAN ROAD, SOUTH TOWNSHIP OF SEVERN. SHORTENED THE CAD BEARING OF 096°21'54" TO 096°21'29"
A.D.T. 2005

SURVEYOR’S CERTIFICATE
J. Ewen
O.R.I.S.
June 19, 2013
Ontario Land Surveyor

DEARDEN AND STANTON LTD
ONTARIO LAND SURVEYORS
CANADA LANDS SURVEYORS
CONSULTING ENGINEERS
89 COLDWATER STREET E. L.V. 198
Phone: (705)325-6521 Fax: (705)325-6724
ORILLIA - ONTARIO
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
REPORT

TO: Mayor & Members
Severn Township Council
FROM: Pat Harwood, Manager of Recreation & Facilities
DATE: July 18, 2017
RE: CC Tatham Proposal for Engineering Services of the Coldwater & District Community Centre

Recommendation

THAT Recreation Report No. R17-047, dated July 18, 2017, with respect to CC Tatham Proposal for Engineering Services of the Coldwater & District Community Centre be received;
AND FURTHER THAT the proposal of CC Tatham & Associates Ltd. be accepted for $9,500.00 plus HST;
AND FURTHER THAT staff be directed to prepare tender documents for the work to be considered for 2018 budget deliberations.

Background

As part of the ongoing operations of the Coldwater & District Community Centre a structural analysis is completed every five (5) years. A report from CC Tatham was received June 9th, 2017 based on their site assessment of April 12, 2017. Report R17-042 2017 Visual Structural Assessment of Coldwater & District Community Centre Structural Assessment was submitted and received as information by Corporate Services on June 28, 2017. The Manager of Recreation & Facilities requested a proposal to investigate further, the areas of most concern and that Township staff cannot complete due to engineering qualifications. A proposal was received from CC Tatham on July 18th, 2017. The proposal is attached. Two items #4 and #5 were ideally recommended to be completed within a 6-8 months from the April 12, 2017 visual assessment date.

Staff are recommending that the proposal for all work move forward in order to prepare the tender documents and the actual work be completed in 2018. There is not enough time to complete the engineering services, issue a tender, award the tender and then have the work completed by the middle of September in order to prepare for the Fall Fair and ice season. The tender will state that the pricing will stand for 2018 and the work will commence in early April as not to interfere with floor rentals.

Financial Impact
Budget $10,000.00  
Spent to date 5,424.00 including HST  
Remaining funds $ 4,576.00  

Engineering Services $10,735.00 including HST  
Remaining funds $ 4,576.00  
Additional funds needed $ 6,159.00  

The additional funds will be included in operating expenses and be a part of the annual surplus/deficit.

**Strategic Plan Impact**
- Maintain & Enhance Infrastructure

Respectfully submitted,  

Pat Harwood, Manager of Recreation & Facilities  

In concurrence

Director of Public Works

Director of Corporate Services

Chief Administrative Officer

**Attachments**

Appendix "1" – CC Tatham Proposal for Engineering Services
July 18, 2017

Pat Harwood
Manager of Recreation & Facilities
Township of Severn
1024 Hurlwood Lane, P.O. Box 159
Orillia, Ontario L3V 6J3

Re: Coldwater & District Community Centre Improvements - Township of Severn
Proposal for Engineering Services

Dear Ms. Harwood:

We are pleased to present this proposal for engineering services related to structural improvements at the Coldwater & District Community Centre located at 11 Michael Anne Drive in Coldwater. We recently completed a visual assessment of the structure and issued an assessment report. We understand you have reviewed the report and you are prepared to address the following recommendations:

- investigation of deflection of the floor framing at the upper hall;
- investigation of sloping in mezzanine floor;
- upgrade north and south mezzanine guards to be code compliant;
- repair of the lateral bracing system in the arena;
- repair of the steel cross tie connection points in the arena; and
- reinforcement for the exterior mechanical equipment support framing.

Scope of Work

To address the above list of deficiencies, we will complete the following scope of work:

- visit the site to measure the existing structure and collect information necessary to address the listed items;
• conduct a detailed analysis of the upper hall floor framing and design of any improvements that may be required;
• structural analysis and design of improvements for the mezzanine guards;
• repair details for the lateral bracing system;
• detailed analysis and design of reinforcement for the exterior mechanical equipment support framing;
• prepare and issue a sealed report with attached repair details; and
• preparation of a tender document using the Township’s standard format.

We understand the Township will procure a contractor to complete the work and administer the contract(s).

Fees

Our estimated fee (including expenses) for the engineering services to be provided is $9,500.00 + HST. This fee includes the equipment and qualified operator required to access to roof framing during our initial site visit to determine the repairs required for the steel cross tie connection points.

Specific tasks not included in the above noted work plan are as follows:

• additional site visits or meetings;
• tender phase services;
• construction phase services; and
• structural analysis not specifically identified in the above scope.

A breakdown of the fees for each task (excluding HST), if completed independently, is summarized below. Please note separating the work into independent tasks increases the number of site visits and deliverables (reports, tender documents, etc.). The total fee above is based on the assumption that all required site measurements can be completed with one site visit and one deliverable addressing all of the items will be prepared.

<table>
<thead>
<tr>
<th>Task</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1 - Upper Hall Floor</td>
<td>$2,800</td>
</tr>
<tr>
<td>Item 2 - Mezzanine Floor</td>
<td>$2,800</td>
</tr>
<tr>
<td>Item 3 - Mezzanine Guards: Design</td>
<td>$2,000</td>
</tr>
<tr>
<td>Task</td>
<td>Fees</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Item 4 - Lateral Bracing System: Repair Details and Specification</td>
<td>$2,000</td>
</tr>
<tr>
<td>Item 5 - Corroded Connection Points: Investigation and Report</td>
<td>$3,300</td>
</tr>
<tr>
<td>Item 6 - Exterior Mechanical Support: Analysis and Reinforcement Design</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>$14,900</strong></td>
</tr>
</tbody>
</table>

If you find this proposal acceptable, we will prepare an engineering services agreement for your signature. Thank you for the opportunity to present this proposal. If you have any questions, please feel free to contact us anytime.

Yours truly,
C.C. Tatham & Associates Ltd.

Senior Engineer, Project Manager
MPS/MAS: mw

Manager - Structural Engineering

T:\2017 PROJECTS\170000 - GeneralProposal\Township of Severn\L - Harwood - Coldwater Arena Improvements.docx
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
REPORT

TO: Mayor & Members
    Severn Township Council
FROM: Derek Burke, Director of Public Works
DATE: July 25, 2017
RE: Screening, Hauling, Mixing, and Stockpiling Winter Sand Tender

Recommendation

THAT Report No. W17-020, dated July 25, 2017, with respect to the Screening, Hauling, Mixing, and Stockpiling Winter Sand Tender be received; AND FURTHER THAT the bid received by Carr Excavating Ltd. be accepted for Screening, Hauling, Mixing, and Stockpiling Winter Sand in the amount of $50,060.00 plus HST.

Background

On July 11, 2017 staff released a Request for Tender (RFT) for the screening, hauling, mixing, and stockpiling of winter sand for the 2017/2018 winter control season. The scope of the work is to supply the labour and equipment necessary to process approximately 10,000 tonnes of winter sand material and stack the material to the fill line at both storage facilities. The work is to be completed no later than October 15, 2017.

The RFT was published on the Township website and was listed by various government contract portals for a period of approximately two weeks. No addendums were issued. The tender closed on July 25, 2017. Bids were opened by Councillor John Betsworth and staff. There were six (6) bids received and they were opened in the order in which they were received. The Unofficial Tender Results are attached (Appendix “1”). The lowest bidder is Carr Excavating Ltd. in the amount of $50,060.00 plus HST.

As per the Township Procurement Policy, where the value of goods and services exceed $50,000.00, a report to Council is required for direction.

Financial Impact

The proposed fee is $50,060.00 plus HST and will be taken from the Sanding & Salting Budget. There are no financial implications as the proposed fee is within the budgeted amount approved for this activity in 2017.
Strategic Plan Impact

- Service Excellence

Respectfully submitted,

Derek Burke,
Director of Public Works

In concurrence

Chief Administrative Officer

Director of Corporate Services

Appendix “1” – PW2017-024 Unofficial Tender Results
TOWNSHIP OF SEVERN  
Public Works Department  
UNOFFICIAL TENDER RESULTS  
PW2017-024 – SCREENING, HAULING, MIXING, AND STOCKPILING WINTER SAND  

Tender Closing Date – July 25, 2017 10:00AM

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Price (Including HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carr Excavating Ltd.</td>
<td>$56,567.80</td>
</tr>
<tr>
<td>John Eek &amp; Sons Ltd.</td>
<td>$79,693.25</td>
</tr>
<tr>
<td>G.H. Stewart Const Inc.</td>
<td>$84,038.10</td>
</tr>
<tr>
<td>Duivenvoorden Haulage Ltd.</td>
<td>$84,495.75</td>
</tr>
<tr>
<td>Robert E. Young Construction Co.</td>
<td>$99,468.25</td>
</tr>
<tr>
<td>Miller Paving Ltd.</td>
<td>$102,157.65</td>
</tr>
</tbody>
</table>

Tuesday, July 25, 2017
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Recommendation

THAT Corporate Services Report No. C17-026, dated July 4, 2017, be received; AND FURTHER THAT the recommended amendments to the Records Management Classifications and Retention Periods be adopted; AND FURTHER THAT the Draft By-law to amend the Records Management Classifications and Retention Schedules be considered under the By-law section of the agenda.

Background

An annual review and update has been undertaken of the Township’s Records Management System. In accordance with current legislation, amendments to the classifications and retention periods are recommended for consideration by the consultant who reviews our retention schedules annually. The following is provided for your review and approval:

<table>
<thead>
<tr>
<th>AMENDMENTS TO RETENTION PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCREASED RETENTIONS</strong></td>
</tr>
<tr>
<td>Class</td>
</tr>
<tr>
<td>T06</td>
</tr>
</tbody>
</table>
NEW CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| D24   | Part Lot Control  
Includes records regarding applications and background material for Part Lot Control exemptions, Council decisions, correspondence, etc. A Part Lot Control Applications is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained within a registered plan of subdivision. | Permanent |

Staff is recommending that the requested amendments be approved and a Draft By-law be considered under the By-law section of the agenda.

Financial Impact

The financial impact is the annual fee of $339.00 from the consultant for the review of the classifications and retention periods of the TOMROMS Records Management System.

Respectfully submitted,

Sharon R. Goerke, CMO, AOMC
Clerk

/srg
REPORT

C17-027

TO: Mayor & Members
    Severn Township Council

FROM: Sharon R. Goerke
      Clerk

DATE: July 6, 2017

RE: Insurance Requirements – 2786 MacLean Lake License of Occupation

Recommendation

That Corporate Services Report No. C17-027, dated July 6, 2017, with respect to Insurance Requirements – 2786 MacLean Lake be received;
AND FURTHER THAT the property owner be advised that a copy of their Certificate of Liability Insurance is required to be submitted to the Township of Severn by August 31, 2017 or the License of Occupation Agreement for use of the unopened road allowance will become null and void for failure to meet the conditions required.

Background

The Clerk’s Office regularly reviews and requests the submission of Certificates of Liability Insurance from various parties which are required to be updated annually through agreements, easements, etc. In reviewing the list for insurance requirements, the owners of 2786 MacLean Lake have a License of Occupation Agreement with the municipality for access to their property over an unopened road allowance as indicated in Appendix “1” attached to this report.

Letters were forwarded to the property owner on September 1, 2015, December 14, 2015, March 15, 2016, September 19, 2016 and June 8, 2017 to no avail.

Staff has been diligently pursuing the applicants with a view to obtaining updated insurance certificates to no avail. The last correspondence forwarded to the applicants in contained the following paragraph:

"If the required insurance has not been received by June 30, 2017, the next course of action will be to refer this matter to Severn Township Council for their direction and potential cancellation of your agreement."

-1-
As a response has not been received, staff is requesting Council’s direction as to compliance with the agreement to ensure that the Township of Severn is not in a position to be liable for damages or injuries as a result of non-compliance.

The following options are available to Council to resolve these issues:
1. Status quo and continue to contact the applicants; or
2. Motion from Council with a deadline to respond or the agreement will become null and void.

Financial Impact

The financial impact could be liability issues due to the parties not providing adequate insurance coverage naming the Township of Severn as an additional insured.

Strategic Plan Impact
- Fiscal Responsibility

Respectfully submitted,

Sharon R. Goerke, CMO
Clerk

/srg
Encl.

[Signatures of Department Head, Director of Corporate Services, Chief Administrative Officer]
Konrad Brenner
5498 Fawn Bay Road
Ramara, On
L3V 0N2

E-mail: kabrenner@sympatico.ca
Phone: 705 326 6844

2017 June 23

Mayor M. Burkett and
Members of Council
Township of Severn
1024 Hurlwood Lane
P.O. Box 159
Orillia, On
L3V 6J3

Re. Division Road

Your Worship and Members of Council

Just a note to say that I, as a cyclist, appreciate the improvements carried out by
the reconstruction of Division Rd from Carlyon Line to Telford Line.

Respectfully submitted

[Signature]

Konrad Brenner
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
## Statement of Lake St George C. C.
### As of June 30, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mar 31/17 - Bank Balance</strong></td>
<td>4942.05</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
</tr>
<tr>
<td>Rental</td>
<td>2862.08</td>
</tr>
<tr>
<td>Hydro</td>
<td></td>
</tr>
<tr>
<td>PROPANE</td>
<td>2862.08</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7804.13</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Hall Cleaning</td>
<td>-480.00</td>
</tr>
<tr>
<td>Superior</td>
<td>-67.80</td>
</tr>
<tr>
<td>Hydro</td>
<td>-546.85</td>
</tr>
<tr>
<td>Maintenance Supplies</td>
<td>-617.22</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-1711.87</td>
</tr>
<tr>
<td><strong>Bank Balance June 30, 2017</strong></td>
<td>-6,092.26</td>
</tr>
<tr>
<td>Service</td>
<td>Count</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>DART LEAGUE</td>
<td>5</td>
</tr>
<tr>
<td>TOWNSHIP RECREATION</td>
<td>20</td>
</tr>
<tr>
<td>BIRTHDAYS</td>
<td>2</td>
</tr>
<tr>
<td>DART TOURNAMENT</td>
<td>1</td>
</tr>
<tr>
<td>SHOWERS</td>
<td>3</td>
</tr>
<tr>
<td>JACK &amp; JILL</td>
<td>1</td>
</tr>
</tbody>
</table>
June 28, 2017

Ms. Sharon Goerke, Clerk
Corporation of the Township of Severn
Township of Severn
P.O. Box 159
Orillia, ON
L3V 6J3

Dear Sharon,

**RE: SSEA ANNUAL REPORT OF RISK MANAGEMENT SERVICES**

Please find attached the SSEA 2016 Annual Report of Risk Management Services for the Township of Severn. The report is provided for distribution to Council. If you have any questions or would like a presentation of findings to date, please contact us.

Yours truly,

Julie Cayley, General Manager
Severn Sound Environmental Association
jcayley@midland.ca

Keith Sherman, Risk Management Official for the Township of Severn, Severn Sound Environmental Association
ksherman@midland.ca

CC: Ron Stevens
    Henry Sander
    Andrea Woodrow
    Derek Burke
    Tony Drauín
    Jim Oakley
    Jeff Andross
Executive Summary

The following report is a summary of the Risk Management Services provided by the Severn Sound Environmental Association for the Township of Severn in 2016. Some highlights of this year’s activities included:

➢ Continued support of and participation in the Severn Sound Municipal Implementation Fund Working Group:
  • Planning and coordination of 7 meetings for The Working Group as well as recording and distribution of meeting agenda and minutes.
  • Assisted with reporting to the MOECC on progress under the SPMIF Agreement for 2016
  • Provided annual RMO report to the MOECC on behalf of the township (SPAR Report provided separately, February 2017)
  • Collaborated on Education and Outreach activities:
    ▪ Participated in the design and purchase of road signs for installation by the municipality.
    ▪ Participated in the development of materials to inform the public concerning Source Water protection, through collaboration with the Source Protection Region communications strategy

➢ Continued work on following up existing Significant Drinking Water Threats (SDWTs)
➢ Produced templates, forms, notices and letters to be used by the RMO
➢ The filing system and threats verification database for existing SDWTs was updated and maintained
➢ Continued population of a database for existing SDWTs; the information on each threat property was included in an updated threat table

<p>| Table 1: Overview of 2016 Source Water Protection Activities for the Township of Severn |
|---------------------------------|---------------|-------------|-------------|-------|</p>
<table>
<thead>
<tr>
<th>Risk Management Plans</th>
<th>Not Started</th>
<th>In Progress</th>
<th>Complete</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18</td>
<td>5</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>Threat Verification</td>
<td>Added</td>
<td>Removed</td>
<td>Confirmed</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>87</td>
<td>137</td>
<td>40</td>
</tr>
<tr>
<td>Property Reviews</td>
<td>Inquiries</td>
<td>Comments</td>
<td>Notices</td>
<td>Letters</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
On May 27, 2015, the Township of Severn concluded Council’s agreement with the Severn Sound Environmental Association (SSEA) to provide Risk Management Services until May 31, 2018 in accordance with subsection 47(1)(b) and (2)(c) of the Clean Water Act, 2006 (Township of Severn Motion CSC052715-08).

The following report is provided to the Township of Severn and summarizes activities undertaken by the SSEA, in cooperation with Township staff, during 2016 as per the SSEA agreement.

Background
The Township of Severn is located within the South Georgian Bay Lake Simcoe Source Protection Region (Clean Water Act O. Reg. 284/07). Within the Source Protection Region, the Township straddles the watershed boundary between the Severn Sound Source Protection Area and the Lakes Simcoe and Couchiching-Black River Source Protection Area (SPA). Based on the Severn Sound SPA and Lakes Simcoe and Couchiching-Black River SPA Assessment Report Database (November 2011), there are an estimated 261 existing Significant Drinking Water Threats (SDWTs) associated with the Township of Severn groundwater and surface water systems. Of these 71 existing threats had the potential to require Risk Management Plans (RMPs) under the proposed South Georgian Bay Lake Simcoe Source Protection Plan (8 application of agricultural source material (ASM) threats, 2 storage of ASM threats, 1 handling and storage of non-agricultural source material (NASM) threat, 5 handling and storage of commercial fertilizer threats, 9 application of pesticide threats, 5 handling and storage of pesticide threats, 23 fuel storage threats, 15 heavy solvent or DNAPL threats, 1 organic solvent threat, and 2 use of land for livestock grazing threats).

The Assessment Report (AR, 2011) identified existing SDWTs based on a conservative desktop approach which was often inaccurate and over-estimated the actual number of threats present. The Approved January 2015 AR shows a more accurate representation of SDWTs within each water supply. The difference between the 2011 and 2015 numbers can be seen in Table 1.

On January 26, 2015, the South Georgian Bay Lake Simcoe Source Protection Plan (SPP) was approved by the Minister of Environment and Climate Change. The SPP was given an effective date of July 1, 2015. This is when the policies for existing and future SDWTs, which in summary have the goal of managing existing threats and prohibiting future threats, became effective. Those policies
that have municipal responsibility will require the municipality to enforce the Part IV provisions of the Clean Water Act and implement the policies that relate to this Part in the Approved SPP.

RMO Office
Once the municipality had delegated authority for Risk Management to the Severn Sound SPA, the following tasks were continued in 2016:

1. The Risk Management Official/ Risk Management Inspector (RMO/RMI) continued to work on following up existing Significant Drinking Water Threats (SDWTs).
2. The filing system and threats verification database for existing SDWTs was updated and maintained.
3. The RMO/RMI continued to assemble other pertinent information provided by Township staff and from the renter or owner concerning the properties to assist in confirming and verifying the existing SDWT(s) on the properties and for use in future discussions concerning risk management with the landowners and/or renters.
4. Contact landowners and/or renters through site visits, follow-up calls, windshield surveys and mailed surveys and letters.
5. Determine the status of threat activities on the ground wherever possible.
6. Update the threat enumeration for each Wellhead Protection Area (WHPA) or Intake Protection Zone (IPZ).
7. Populate a database for existing SDWTs. The information on each threat property was included in an updated threat table (excel spreadsheet).
8. Produce templates, forms, notices, and letters to be used by the RMO.
9. Provide annual RMO report to the MOECC in the format of the Source Protection Annual Reporting (SPAR) on behalf of the municipality.

According to By-Law 2015-55 (Appendix 1) passed on June 4, 2015 Keith Sherman, of the SSEA, was appointed as RMO/RMI and Melissa Carruthers, of the SSEA, was appointed RMI for the Township of Severn. The Severn Sound Environmental Association formally appointed Keith Sherman as RMO/RMI and Melissa Carruthers as RMI on August 15, 2015 (Appendix 2).

Other SSEA staff assisted the RMO in setting up the RMO Office, contacting and setting up of appointments and coordinating information for site visits. Township staff also assisted in providing information.

2016 Additional Tasks
Workshops
Once the SPP was approved three front line workshops were facilitated by the SSEA, in the spring of 2015, to ensure that municipal staff was ready for the July 1, 2015 effective date. The workshops covered topics such as; Source Water 101, hands on mapping exercises, front counter scenarios, and roles and responsibilities after July 1.
Municipal Working Group
The Provincial Source Protection Municipal Implementation Fund (SPMIF) provided implementation funding to municipalities operating water systems starting in December of 2014. In order to qualify for additional funding under these agreements, each municipality was required to collaborate with at least four other municipalities. A Severn Sound Municipal Implementation Fund Working Group of eight municipalities in the Severn Sound area agreed to collaborate. Both Keith Sherman and Melissa Carruthers, along with municipal representatives from the eight municipalities throughout the Severn Sound watershed, have been working since November 7, 2014 to collaborate on Source Protection Plan implementation. The Work Group has produced a standardized work flow to address any new planning applications that could result in future proposed activities that pose significant drinking water threats (Appendix 3). Another important activity under the Fund was the development of Official Plan Amendments and Zoning Bylaw Amendments to implement Source Protection Plan Land Use policies. Through this working group SSEA assisted the township with reporting for 2016.

Outcomes of collaboration on Education and Outreach activities of the Working Group included:
- Participation in the design, purchase and installation of road signs that raise awareness of the public and emergency responders to sections of municipal roads where spills could quickly travel to municipal drinking water supplies. The signs were designed in accordance with provincial signs erected on provincial highways.
- Participation in the development of materials to inform the public concerning Source Water protection, through collaboration with Source Protection Region communications strategy.

Threats Verification
The verification of information about each property and threat activities followed the guidance from the Ministry of the Environment (Table of Threats), lead SPA (Lake Simcoe Region Conservation Authority), research of product content information and implementation modules and workshop materials www.ourwatershed.ca). In addition to the spreadsheet, the threat status of each property was entered into a regional database.

In order to verify and confirm the actual number of existing SDWTs present within the municipality, the following steps were followed.
1. Base mapping and information of properties that had or may have activities posing existing SDWTs was assembled from data obtained through the lead Source Protection Authority (LSRCA), SSEA, the Township and other sources. Mapping was prepared, showing the property locations in relation to the WHPAs or IPZs and the vulnerability scores over the latest property information in order to facilitate planning the survey work.
2. The Township properties were identified and discussed at separate meetings with Township staff and documented.
3. Agricultural properties were handled by approaching local agricultural community leaders and then approaching the people actually involved in the potential threat activities. This could be the landowner or the renter of the land for agricultural purposes. The owners of rented properties were also contacted as necessary to obtain additional information.
4. The properties associated with the possible handling and storage of dense non-aqueous phase liquids (DNAPLs) were sent letters explaining that staff would visit the site to obtain more information in support of drinking water source protection. A sample letter is attached which was reviewed by Township staff prior to mailing (Appendix 4). The letters were followed by appointments arranged with either the owner of the property or with the business renting the property (or unit of the property).

The Township WHPAs and IPZs for each drinking water system operated by the Township or extending into the Township from another municipality were examined (Figure 1). A portion of the Severn Estates WHPA (Figure 2e) extends into the District of Muskoka and a portion of the Washago/Sandcastle Estates IPZ (Figure 2g) extends into the Township of Ramara. The threats associated with the District of Muskoka and Township of Ramara have not been included in the enumeration for the Township of Severn. Although portions of the WHPAs for the Bass Lake Woodlands (Figure 2a) and Coldwater (Figure 2b) systems extend into the Township of Oro-Medonte they have no existing SDWTS associated with them. The Township of Oro-Medonte Warminster WHPA extends into the Township of Severn and did have SDWTS associated with a property within the Township of Severn in the AR enumeration. Through the Ontario Source Protection Stewardship Program, this property was the subject of a project that eliminated the existing significant threat activities from the WHPA. The Township of Severn is responsible for any management of future threats in this portion of the WHPA.

Table 1 summarizes the current status of enumeration of existing SDWTS located within the Township in comparison with those from the Approved Assessment Reports (November 2011 and January 2015). Figure 1 shows an overview of water systems within the Township and Figures 2a through g show the locations of the existing SDWTS in relation to the municipal wells and intakes. The mapping shows an overall threat status for each property. The status is categorized based on the highest threat ranking (greatest risk) per property. For example, a property with multiple threats associated, if some have been removed, but one is still pending, it shows for the property as pending. Where some potential threats have been removed, some are pending, and others have been confirmed as SDWTS, the property shows as a SDWT.
 Threat 1(b) waste disposal site
Four threats pertaining to a waste disposal site were noted in the Approved Assessment Report within the Coldwater WHPA. The property is currently vacant and was believed to never have had an operational waste disposal site. All four threats have been removed.

 Threat 2(c) On-site sewage systems
In accordance with the Ontario Building Code (Ontario Regulation 350/06, amended by Ontario Regulation 315/10), the Township of Severn is responsible for conducting a re-inspection program for all private sewage systems located within the Township that are or could be SDWTs. After completing windshield surveys of all potential threat properties and reviewing inspection records with Township staff, 7 were added, 40 were removed, 131 were confirmed and 18 are pending, resulting in a total of 156 existing SDWTs within the Township. According to Township staff the majority of inspections have been completed to date.

 Threat 3 the application of ASM
Of eight threats associated with the application of agricultural source material, six have been removed and two have been confirmed.

 Threat 4 the handling and storage of ASM
Of two threats associated with the storage of agricultural source material, both have been removed.

 Threat 7 the handling and storage of NASM
The one threat associated with the storage of non-agricultural source material has been removed.

 Threat 9 the handling and storage of commercial fertilizer
Of five SDWTs associated with the handling and storage of commercial fertilizer all were removed.

 Threat 10 the application of pesticide
Of nine SDWTs associated with the application of pesticides, three have been removed and six are pending confirmation.

 Threat 11 the handling and storage of pesticide
All five SDWTs associated with the storage and the application of pesticides have been removed.

 Threat 15 the handling and storage of fuel
Handling and storage of fuel may also represent a SDWT in a residential property where the tank is below grade. Commercial/Industrial/Institutional properties and Township properties associated with fuel storage threats were also inspected to verify the size of the tanks and the application of the SPP policies to these
activities. Eight fuel threats were removed, two are confirmed and ten fuel storage threats are pending due to inability to contact landowner to confirm size of fuel tanks. An additional two pending threats pertain to WHPA wide fuel threats for below grade home heating fuel. The Approved SPP policy FUEL-1 exempts the requirement of RMPs for low density residential properties; however, they remain potential SDWTs.

**Threat 16 the handling and storage of a dense non-aqueous phase liquid (DNAPL)**
Of the 15 threats related to dense non-aqueous phase liquids (DNAPLs), 10 have been removed, 2 were confirmed and 3 are pending further investigation or further research into the products used.

**Threat 17 the handling and storage of an organic solvent**
The one threat associated with organic solvents has been removed following inspection.

**Threat 21 the use of land for livestock grazing or pasturing land**
The two threats associated with livestock grazing have been removed following inspection.

In summary, the potential number of RMPs for existing SDWTs within the Township could be 23 RMPs on 23 separate properties. Of the original total of 264 SDWTs, 184 remain after the 2016 survey.

This analysis does not include future threats that may be proposed for lands within the Township and would be subject to SPP policies for future threat activities (see Approved SPP January 2015 at [www.ourwatershed.ca](http://www.ourwatershed.ca)). As a result of the Severn Sound SPMIF Working Group, a process has been put in place for screening new proposed developments prior to formal submission to the planning process in order to allow for RM review of the activity being proposed in relation to the Town's drinking water system.

**Risk Management Plans/ Property Reviews**
According to SPP policy TIME-1 of the approved SPP any existing threats that require a RMP "must be established no later than 5 years from the date the SPP takes effect". The negotiations have begun for 5 of the 23 potential RMPs within the Township.

Additionally, according to SPP policy TIME-2 once the SPP takes effect, all future activities requiring a RMP, must be established before the activity can take place (i.e. application of agricultural source material, commercial fertilizer, and pesticides). SPP policy TIME-4 notes that any future activity designated as a prohibition would be prohibited in the area where the threat could be significant (i.e. handling and storage of fuels, DNAPLs, and organic solvents). Comments were provided, regarding two separate properties, by the RMO for properties
within the Township. Currently no planning applications have been examined by the RMO for any property within the Township that pose significant drinking water threats.

Recommendations
1. Continue septic re-inspection program as necessary to meet Source Water requirements under the Ontario Building Code.
2. Further threat verification should be conducted with the remaining properties in 2017.
3. Continue the process of establishing RMPs within the Township.

Report submitted by Keith Sherman, Risk Management Official/ Risk Management Inspector, June 2017

Table 1 Summary of threat verification status for the Township of Severn 2016

<table>
<thead>
<tr>
<th>Threat #</th>
<th>Threat Category</th>
<th>2011 AR #</th>
<th>2015 AR #</th>
<th>DB #</th>
<th>Added</th>
<th>Removed</th>
<th>Confirmed</th>
<th>Pending</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b</td>
<td>Waste Disposal Sites</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2a</td>
<td>Stormwater</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2b</td>
<td>Sewage Treatment Facil.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2c</td>
<td>Septics</td>
<td>182</td>
<td>270</td>
<td>189</td>
<td>7</td>
<td>40</td>
<td>131</td>
<td>18</td>
<td>156</td>
</tr>
<tr>
<td>3</td>
<td>Application of ASM</td>
<td>8</td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>6</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Storage of ASM</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Application of NASM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Handle/Store of NASM</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Apply'n of Com. Fert.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Handle/ Store Com. Fert.</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Application of Pesticide</td>
<td>9</td>
<td>6</td>
<td>9</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>Handle/Store Pesticide</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Handle/Store Fuel</td>
<td>22</td>
<td>17</td>
<td>23</td>
<td>0</td>
<td>8</td>
<td>2</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td>Handle/Store DNAP</td>
<td>15</td>
<td>7</td>
<td>15</td>
<td>0</td>
<td>10</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>17</td>
<td>Handle/Store Organic Solv.</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>Livestock Grazing Area</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 249 302 284 78 87 137 40 184

AR= Assessment Report enumeration, from the Approved Assessment Report (November 2011 and January 2015)
DB= 2011 LSRCA database submitted to MOECC with some adjustments as required by MOECC
Pending= unable to contact landowner or additional research needed for products surveyed on site

Pending number of threats is calculated by subtracting the removed and confirmed threat numbers from the DB # and the total number of threats in calculated by adding together the added, confirmed and pending threats columns.
Rope Subdivision Intake Protection Zone

Legend
Property Threat Status
- Added SDWT
- Pending SDWT
- Removed SDWT
- Significant DWT

IPZ Type
- IPZ-1
- IPZ-2
- IPZ-3

Figure: 2d
Creation Date: 2017-05-03
UTM Zone 17 N, NAD 83

Produced by the Severn Sound Environmental Association with data supplied in part from the County of Simcoe, the Ontario Ministry of Natural Resources © Queen's Printer 2016 and under license with members of the Ontario Geospatial Data Exchange, 2016. 2016 Ortho-photos © County of Simcoe 2016. While every effort has been made to accurately depict the base data, errors may exist. Any party relying on this information does so at their own risk.
THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2015-55

TO APPOINT A RISK MANAGEMENT OFFICIAL AND RISK MANAGEMENT INSPECTOR FOR THE PURPOSE OF THE CLEAN WATER ACT, 2006

WHEREAS Subsection 47(1)(b) of the Clean Water Act, 2006 (the “Act”) provides that a municipality that has authority to pass by-laws respecting water production, treatment and storage under the Municipal Act. 2001 is responsible for the enforcement of Part IV of the Act in the municipality;

AND WHEREAS Subsection 47(6) of the Act provides that a municipality that is responsible for the enforcement of Part IV of the Act shall appoint a Risk Management Official and such Risk Management Inspectors as are necessary for that purpose;

AND WHEREAS the Township of Severn has agreed that the Severn Sound Environmental Association will provide Risk Management Services for the Township;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:


2. That Melissa Carruthers of the Severn Sound Environmental Association be appointed a Risk Management Inspector under Subsection 47(6) of the Act.

By-law read a first and second time this 4th day of June, 2015.

By-law read a third time and finally passed this 4th day of June, 2015.

CORPORATION OF THE TOWNSHIP OF SEVERN

MAYOR

CLERK

I hereby certify this document to be a true copy of
By-law Number 2015-55 as enacted by the Council of
The Corporation of the Township of Severn, on the
4th day of June, 2015.

CLerk
CERTIFICATE OF APPOINTMENT

THIS IS TO CONFIRM THAT

KEITH SHERMAN

HAS BEEN APPOINTED

RISK MANAGEMENT OFFICIAL/INSPECTOR

For the Severn Sound Environmental Association
Pursuant to the subsection 48(2) of the Clean Water Act, 2006.
DULY APPOINTED ON
AUGUST 15, 2015

Ron Stevens
Chair, Severn Sound Environmental Association
Board of Directors

Signed on this 15th day of August, 2015
CERTIFICATE OF APPOINTMENT

MELISSA CARRUTHERS

RISK MANAGEMENT INSPECTOR

THIS IS TO CONFIRM THAT
HAS BEEN APPOINTED

Pursuant to the subsection 48(2) of the Clean Water Act, 2006.
DULY APPOINTED ON
AUGUST 15, 2015

Signed on this 15th day of August, 2015

Chair, Seven Sound Environmental Association
Board of Directors

Ron Stevens
Appendix 3: Source Water Protection Draft Screening Process for Severn Sound

1. Are you in a WHPA or IPZ? Yes/No Fee
   - No Proceed as usual
   - Yes Proceed as usual - No Fee

2. Are you proposing or do you engage in an activity listed as a drinking water threat?
   - No Proceed as usual
   - Yes Send to RMO

3. RMO Review
   - RMQ review approved Section 59 (2) (a) letter issued - Proceed - No fee
   - RMQ Informs proponent of S. 57 Prohibition. Application does not proceed as proposed - No fee
   - S. 59 (2) (b) notice - S.58 applies and RMP has to be developed and accepted

4. Applicant proceeds with Application or Development
   - Applicant modifies proposal and resubmits to RMO or stops
   - Applicant proceeds with Application or Development
Preventing for Source Water Protection Implementation
under Provincial Legislation: Clean Water Act, 2006

This letter is to advise that new policies are about to be implemented as a result of the Clean Water Act. The legislation requires new policies within vulnerable areas where certain activities, if occurring, may pose a risk to municipal drinking water sources. In your case, a vulnerable area refers to a wellhead protection area (the area from which the municipal well draws its water). Because your business is located in one of these areas, you may be subject to the Source Protection Plan policies.

Currently, we do not have enough information about your property at [property address] to accurately assess whether or not the policies will apply. We would like to schedule a time to come to your facility to further discuss and to perform a site visit. Please contact Keith Sherman at the Severn Sound Environmental Association at (705) 527-5166 to set up a time that would work best.

Please be assured that we respect your privacy and will not use the information collected for any purposes other than those described above. Your personal information (such as name, address, telephone number, and email address) will remain strictly confidential.

For more information about the local Source Water Protection program, please go to www.ourwatershed.ca or for more information about the Clean Water Act http://www.ene.gov.on.ca/environment/en/legislation/clean_water_act/index.htm

Thank you for your time,

Keith Sherman
Executive Director,
Severn Sound Environmental Association
Sustainable Severn Sound
Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.

Sustainability Committee (SC) Approved Minutes

Date Thursday, June 8, 2017
Time 10am-12pm
Location Sustainable Severn Sound’s Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

Attendance
Chris McLaughlin, General Manager, NSCFDC (Alternate Chair)
Councillor Barbara Coutanche, Township of Oro-Medonte
Councillor Jack Contin, Town of Midland
Councillor Ron Stevens, Township of Severn
Councillor Jonathan Main, Town of Midland
Councillor Mike Lauder, Town of Penetangoulishene
Councillor Cate Root, Township of Tay
Julie Cayley, General Manager, Severn Sound Environmental Association
Marina Whelan, Program Manager, Health Protection Service, Simcoe Muskoka District Health Unit
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound

Regrets
Andrea Betty, Director of Planning and Community Development, Town of Penetangoulishene
Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative
Doug Luker, CAO, Township of Tiny (Chair)
Gail Marchildon, Office Manager, Severn Sound Environmental Association
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit
Nick Popovich, Director of Development Services, Township of Georgian Bay

1.0 Welcome, Introductions and Approval of Agenda
Chair asked for additions or changes. With no other additions or changes, the Chair requested a motion to approve the agenda. Moved by J. Cayley and seconded by B. Coutanche. Agenda approved.

2.0 Approval of Minutes from the 4-May-17 SPSC Meeting

Discussion: The May approved minutes were sent to each clerk on 10-May-17 for submission to Council. The Chair requested any other comments or corrections, and receiving none, requested a motion to approve the 4-May-17 minutes. Moved by J. Contin, seconded by B. Coutanche. Carried.

SPSC MINUTES – 8-June-17
Action Item: T. Roxborough tosend approved 4-May-17 minutes to each clerk for distribution to Councils. Minutes are also to be posted on the SSS website.

3.0 2017 SSS Work Plan Items

3.1 Project 1: Communications and Engagement Activities

3.1.1 May Sustainability Bulletins


3.1.2 Feature in Georgian Bay Township’s June E-News

Discussion: The SSS program information (re: Pollinator Week) was featured in the Township Georgian Bay’s June Newsletter, which can be read at https://georgianbay.civicweb.net/document/165092. No other action required.

3.1.3 May Report to Council (Re: Pollinator Week, June 19-25, 2017)

Discussion: A report was sent to Clerks on 12-May-17. SSS recommended that Council support the June 19-25, 2017 Pollinator Campaign by:

1. Formally declaring their support for National Pollinator Week 2017 to their community by using the enclosed Pollinator Week 2017 Proclamation Template (Attachment A).
2. Directing staff to publish the National Pollinator Week 2017 media release (template included in the report as ‘Attachment B’).
3. Directing staff to display the educational card on pollinators in their municipal office and encourage the distribution of the attached native wildflower seeds. This card and the seeds will be delivered by SSS to the municipality by June 1.
4. Directing staff (Clerk and/or Communication staff member) to provide assistance to SSS in promoting National Pollinator Week 2017, June 19-25 through your municipal social media platforms. Upon Council approval, SSS will share the required materials with your Clerks and Communication staff member(s) by June 1.

Action Item: T. Roxborough to follow up with recommendations and ensure support for municipalities for Pollinator Week.

3.2 Project 2: Website Maintenance and Development

Discussion: T. Roxborough provided a verbal update on the SSS website, noting addition of a ‘Plants for Pollinators’ resource, developed by the Pollinator Partnership with funding from Growing Forward 2, as a resource for municipalities whom are keen to include pollinator-
3.3 Project 3: Sustainability Speaker Series
Engaging Employees in Energy Efficiency and Conservation Draft Proposal

EnergyTrainingBusi Questions_to_Guid
nessCase_SSS_DRAF e_Your_Review.pdf

Discussion: T. Roxborough overviewed the changes to the initial proposal, and had sent send a request to the committee by 19-May-2017, asking for their review and comment of the report. T. Roxborough will presented 3-5 questions to the committee to guide this review, and received 2 responses. Considering that, T. Roxborough asked for the deferral of this item for discussion until the 6-Jul-17 meeting. This request was approved by the committee. No other action required.

4.0 OTF Funding Application

Discussion: T. Roxborough summarized the project overview, with a grant of $68,700 submitted to support a minimum of six roundtable discussions to enhance local climate literacy, and to prepare the community for the development of a Climate Change Action Plan. T. Roxborough overviewed the timeline, and noted the main tasks are all in draft form – including the work plan, the job description and the communications plan.

Action Item: T. Roxborough to continue to develop program supports per the timeline, and await OTF notification of a successful or non-successful grant submission.

5.0 Pollinator Project Proposal

PollinatorInitiatives
_6-Jun-17_Summary.

Discussion: This project was proposed by SSS at the 6-Apr-17 SC meeting, with purpose to help address the threat to Monarch’s and to pollinators. The attached summary is provided for information.

Action Item: T. Roxborough to continue with actions per the summary and provide an update at the July meeting.
6.0 SSS Project Budget

6.1 Financial Statement: May 31, 2017

[Financial Statement _31-May-17.pdf]

Discussion: T. Roxborough reviewed the statement with the committee, noting SSS is currently under budget by $5,900. The Chair requested a motion to receive for information, moved by R. Stevens and seconded by J. Main. Carried. No other action required.

7.0 Information Sharing/Other Items

7.1 SSS Business Case: SSS Merger with SSEA - Proposal

[SSS_BusinessCase_SSEAMerger_Version.pdf]

[MergerTimeline.pdf]

Discussion: T. Roxborough and J. Cayley provided updates. Discussions will continue regarding the proposal (timeline included below).

Action Item: T. Roxborough to schedule meeting in late June to early July with J. Cayley to determine next steps.

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult with membership (consideration of partner organizations)</td>
<td>Feb 9-Jun 15</td>
<td>On-going, but no formal consultation completed</td>
</tr>
<tr>
<td>SSS presents information about their organization and the merger to the SSEA Board of Directors</td>
<td>Apr 20</td>
<td>Not required</td>
</tr>
<tr>
<td>SSEA Board to consider exploration of merger</td>
<td>Apr 20</td>
<td>Complete</td>
</tr>
<tr>
<td>Study period/ preparation prior to merging</td>
<td>Apr-Jun</td>
<td>On-going</td>
</tr>
<tr>
<td>Joint SSEA and SSS work to identify 'Common Understandings' (needs of each organization)</td>
<td>May-Jul</td>
<td>Not started</td>
</tr>
</tbody>
</table>

Action Item: T. Roxborough to connect with J. Cayley to schedule a meeting to discuss next steps. An update will be provided if available at the 8-Jun-17 SC meeting.
7.2 Roundtable Sharing of Projects and Information

Discussion: Partners shared upcoming events and projects pertaining to environmental, social and economic initiatives. No other actions required.

8.0 July 2017 – September Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, July 6, 2017</td>
<td>10am-12pm</td>
<td>SSS Office, 105 Fourth Street, Midland</td>
<td>• Funding Updates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Report to Council (re: Climate Change)</td>
</tr>
<tr>
<td>Thursday, August 10, 2017</td>
<td>10am-12pm</td>
<td>SSS Office, 105 Fourth Street, Midland</td>
<td>• To Be Determined</td>
</tr>
<tr>
<td>Thursday, September 7, 2017</td>
<td>10am-12pm</td>
<td>SSS Office, 105 Fourth Street, Midland</td>
<td>• To Be Determined</td>
</tr>
</tbody>
</table>

9.0 Adjournment:
Next Meeting

Time: 12:20pm
When: Thursday, July 6, 2017
Time: 10am-12pm
Where: SSS Office, 105 Fourth Street, Midland
Memorandum 2017-07

To: Mayor and Councils of the Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay
Cc: Severn Sound Environmental Association, Simcoe Muskoka District Health Unit, North Simcoe Community Futures Development Corporation

Submitted By: Sustainable Severn Sound (SSS), and the Sustainability Committee

Date: 6-Jul-2017
Subject (re): New FCM Funding, Municipalities for Climate Innovation Program (MCIP)

MEMORANDUM RECOMMENDATION

THAT Memorandum No.2017-06 from Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) dated 6-Jul-2017, regarding new FCM Funding, entitled Municipalities for Climate Innovation Program (MCIP), be received for information.

PURPOSE OF THE MEMORANDUM

The purpose of this memorandum is to provide Council and staff with an overview of the new FCM funding opportunity, Municipalities for Climate Innovation Program (MCIP).

WHAT IS MCIP?

The Municipalities for Climate Innovation Program (MCIP) is a five-year, $75 million program designed to accelerate transition to low carbon and resilient cities and communities in Canada. The Federation of Canadian Municipalities (FCM) offers this program with funding from Infrastructure Canada (INFC). This program is available to municipalities of all sizes. Program advisors have noted a preference for multi-municipal collaboration.

The program is designed to provide funding to municipalities for:

1. Plans and Studies. Apply for grants of up to $175,000 for climate change plans and studies for Canadian municipalities of all sizes. Apply year round until January 2020.
   Examples: (i). Optimizing municipal fleets such as snow plows, buses, or switching to less polluting fuels such as electricity or hydrogen. (ii). Promoting active transportation and encouraging the use of less polluting forms of transportation by improving options that reduce GHG emissions such as transit ridership growth strategies, developing new transit systems

2. Capital Projects Grants. Grant funding of up to $1 million and more for climate change capital projects. Applications are accepted year round until January 31, 2020.
   Examples: (i). Upgrading lighting and insulation in municipal facilities such as community centres, arenas, libraries or other municipal buildings. (ii). Making energy-efficiency and renewable upgrades to a drinking water or wastewater treatment plant. (ii). Distributing bins to residents for residential backyard organics
composting. (iv) Improving the resilience of infrastructure such as road surfaces and bridges to temperature fluctuations.

3. **Climate Change Staff Grants.** Grant funding to supplement salaries for existing municipal staff to implement climate change programs and projects. *Available in Fall 2017.*

4. **Transition 2050.** This program will offer a combination of training and grant funding for a collaborative network of municipalities committed to reducing GHG emissions by 80 per cent by 2050. *Available in Fall 2017.*

**ADDITIONAL FUNDING**

**FCM’s Municipal Asset Management Program (MAMP).** MAMP provides funding for projects to help municipalities enhance their asset management practices. The goal of the program is to help municipalities make informed investment decisions for infrastructure assets. The program will fund up to $50,000 or 80% of the project. Applications are accepted year round.

Examples: (i) Asset management assessments. (ii) Asset management plans, policies and strategies. (iii) Data collection and reporting. (iv) Training and organizational development.

**NEXT STEPS FOR SSS**

SSS is working to bring a Program Advisor from FCM to the SSS service area to participate in a Fall seminar for municipal staff and councils. This event will familiarize municipalities with each funding stream, identify potential collaborations and allow municipalities to ask questions about their projects. Further information, including date, time and location will be shared with Council and staff by the Sustainability Committee when available.

**RECOMMENDATION**

THAT Memorandum No.2017-06 from Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) dated 6-Jul-2017, regarding new FCM Funding, entitled Municipalities for Climate Innovation Program (MCIP), be received for information.

*If you have any questions regarding this report, please contact the Sustainability Coordinator, Tracy, at tracy@sustainablesevernsound.ca or 705.526.1371 x.113, or your appointed Sustainability Committee representative.*

Midland: Councillor Jack Contin and Councillor Jon Main
Penetanguishene: Andrea Betty, Director of Planning and Community Development, Councillor Mike Lauder
Township of Georgian Bay: Nicholas Papovich, Director of Development Services
Township of Severn: Councillor Ron Stevens
Township of Oro-Medonte: Councillor Barbara Coutanche
Township of Tiny, Doug Luker, Chief Administrative Officer
Township of Tiny, Councillor Cate Root
County of Simcoe, Deputy Mayor Steffen Walma
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Present
Councillor Pat File  Town of Midland
Councillor Rob Kloostra  City of Orillia
Councillor Mike Lauder  Town of Penetanguishene
Councillor Ron Stevens  SSEA Chair/Township of Severn
Deputy Mayor Dave Ritchie  Township of Tay
Deputy Mayor Steffen Walma  Township of Tiny
Councillor Paul Wiancko  Township of Georgian Bay
Julie Cayley  SSEA General Manager
Gail Marchildon  SSEA Office Manager

Regrets
Councillor Barb Coutanche  Township of Oro-Medonte
Councillor Perry Ritchie  Township of Springwater
Keith Sherman  SSEA RMO/Special Projects Officer

1. WELCOME & CALL TO ORDER
Chair Steffen Walma opened the meeting at 9:00 A.M.

2. ADOPT AGENDA:
Moved by:  Mike Lauder
Seconded by:  David Ritchie
Motion:
To approve the agenda, for the First Quarterly SSEA Joint Services Board with the following amendments; remove from the agenda reports 9.4, 9.5, 9.6 and 9.7., add to the agenda under other business; 12.2 Quarterly Report, 12.3 summer students and electric cars.
Carried.

3. DECLARATION OF PECUNIARY INTEREST
None declared.

4. APPROVAL OF PAST MINUTES
Moved by:  Ron Steven
Seconded by:  David Ritchie
Motion:
That the minutes of the Fourth Quarterly SSEA Joint Services Board meeting held on January 19, 2017, be received and approved.
Carried.

5. UPDATE FROM SSEA LEAD ENVIRONMENTAL TECHNICIAN, CARL LESPERANCE
Moved by: Rob Kloostra
Seconded by: Paul Wiancko
Motion: That the SSEA first quarterly activity report update presented by Carl Lesperance, Lead Environmental Technician, be accepted for information.
Carried.

6. SUSPEND THE SSEA MEETING TO ALLOW THE SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING
Moved by: Mike Lauder
Seconded by: Paul Wiancko
Motion: To suspend the SSEA Meeting to allow the Severn Sound Source Protection Authority meeting to proceed at 9:20 a.m.
Carried

7. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

8. RECONVENE THE SSEA QUARTERLY MEETING
Moved by: Pat File
Seconded by: Mike Lauder
Motion: To reconvene the SSEA Board meeting at 9:50 a.m.
Carried.

9. FIRST QUARTER FINANCIAL REPORTS FOR 2017
9.1 2017 BUDGET UPDATE
Moved by: David Ritchie
Seconded by: Rob Kloostra
Motion: To accept and approve (9.1) the second draft 2017 Annual Budget as the final 2017 budget.
Carried

9.2 FIRST QUARTERLY REPORTS
&3 Moved by: Ron Stevens
Seconded by: Paul Wiancko
Motion:
That the (9.2) First Quarterly SSEA Financial Report and the (9.3) Draft Town of Midland’s Statement of Operations report be accepted for information only.
Carried

10. INVASIVE SPECIES PILOT PROGRAM UPDATE FROM JULIE CAYLEY
Julie’s brief update included the municipalities that have agreed to be a part of the pilot; Tiny, Severn, Tay and Midland. Julie was still hopeful that Penetanguishene would also decide to join.
Moved by: Ron Stevens
Seconded by: David Ritchie
Motion:
That the verbal update on the Invasive Species Pilot Program presented by Julie Cayley, SSEA General Manager, be accepted for information.
Carried

11. RISK MANAGEMENT REPORT FROM KEITH SHERMAN, SSEA RMO/SPECIAL PROJECTS OFFICER
Moved by: Rob Kloostra
Seconded by: Pat File
Motion:
That the Risk Management Report from Keith Sherman be deferred until the next board meeting.
Carried

12.1 EXECUTIVE COMMITTEE UPDATE
Moved by: David Ritchie
Seconded by: Ron Stevens
Motion:
That the SSEA board receive the staff report and explore the proposal to “merge” the SSS with the SSEA and, direct staff to work with the SSEA Board Executive Committee to develop a merger proposal for report back to the SSEA Board.
Carried

12.2 SSEA STRATEGIC PLAN
Moved by: Ron Stevens
Seconded by: Mike Lauder
Motion:
That the SSEA staff be directed to develop a renewed Strategic Plan with the SSEA Board Executive Committee.
Carried

13. SSEA BOARD MEETINGS
Moved by: Rob Kloostra
Seconded by: David Ritchie
Motion:
That the SSEA Board consider at the July meeting, a change from quarterly meetings to bi-monthly.
Carried

14. **ADJOURNMENT**
Moved by: David Ritchie
Seconded by: Rob Kloostra
**Motion:**
To adjourn the First Quarterly SSEA Joint Services Board meeting at 12:20 P.M. Carried.

The Second Quarterly SSEA Joint Service Board meeting will be on Thursday, July 13th, 2017 at 9:00 AM.

SIGNED

Julie Cayley, SSEA General Manager

SIGNED

Steffen Walma, SSEA Chair
Financial

Donations, Grants, Budget, and Revenue

Grants
Successfully secured Grants from:
- Simcoe County Grant for Strategic Plan renewal
- Canada Summer Jobs grant for Climate Change (CC) Field Technicians

Budget
- Severn, Tay, Tiny and Midland approved funding ($36,000 total) for 2017 SSEA invasive species pilot project

Cost Recovery
- Responded to consultant (1) and solicitor (2) inquiries

Staffing/HR

Administration, Staffing, Training, and Volunteers

Administration
- Actively looking for new SSEA office space (2 sites visited)
- Renewed Strategic Plan process underway
- 1 Board of Directors meeting and 1 Board executive meeting
- 3 Sustainable Severn Sound Board Meetings attended

Staffing

<table>
<thead>
<tr>
<th>Team SSEA – Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time = 8</td>
</tr>
<tr>
<td>Part Time = 2</td>
</tr>
<tr>
<td>Interns = 1</td>
</tr>
<tr>
<td>Summer Students = 2 CC Technicians Hired</td>
</tr>
</tbody>
</table>

SSEA Staff and the 2017 Open House
Volunteers  Thank you for your help!
- 465 volunteers contributed nearly 900 hours to spring tree planting
- Karlene Tuininga - mapping of invasive species
- Kayla Berger - sorting stream invertebrates, data entry, field work

Education, Engagement, Outreach

Presentations, Articles, Media, School Involvement, and Events

Education/Citizen Science
- Trained citizen scientists Copeland Forest Friends Association (CFFA) on water sampling techniques
- Lead 2 stream habitat assessment programs at Wildfire Education Centre

Presentations
- Staff attended and presented (oral and poster) at the 2017 International Association for Great Lakes Research (IAGLR) Conference in Detroit
- “Algae trends in Honey Harbour” at 50 Shades of Green – All About Algae Symposium (Port Carling Community Centre) - Muskoka Watershed Council (all talks available online)
- Yellow Fish Road presentation to Coldwater Scouts

Articles/Publications/News
- Draft SSEA 2016 annual report
- 2 invasive species articles published in the Tay Report Newspaper
- Tiny Bog Wetland Evaluation Final Report
- Feature story “Pilot program educates Midland-area residents about invasive species” in the Midland Mirror online (June 8, 2017)
- Quoted in Township of Tay Press Release regarding Mayor Warnock’s election to Great Lakes and St. Lawrence Cities Initiative Board
- Draft “Deanlea Beach Investigation” completed
- Comments submitted to Town of Midland: The potential use of aquatic plant management strategies offered by “Weeds B Gone”
Events
- Great Lakes and St. Lawrence Cities Initiative (GLSLCI) - Thank you, Township of Tiny, for supporting the SSEA GM attendance
- Presentation to Bass Lake Ratepayers Association AGM – June 3, 2017
- SSEA Open House – June 22, 2017, Wyebridge Community Centre
  o SSEA Displays and Gord Miller keynote talk “Adapting to the Realities of a Changing Environment”
  o Thank you event sponsors Grounded Coffee & Township of Tiny
- Invasive species presentations to 7 tree planting groups
- Displays at: Tiny Town Hall Meeting; Coldwater Duck Race; Midland Kids fishing derby; Tay Bike Day

Tree Planting

Tree Planting

Community Tree Planting
- 9 community tree plants at 6 sites (2 each in Midland, Tay and Severn) April 25 to May 4
  o 7 School Tree Plants, Scout Tree Plant & SSEA staff/volunteer tree plant
- 5,100 native tree and shrub seedlings planted
- Seedling cost ($4,495) covered by a County of Simcoe Forestry department grant

Tree Distribution
- Participating landowners from all 9 municipalities
- Municipal staff/council and volunteers assisted with sorting & packaging tree orders
- 188 participants planted 8,690 native trees and shrubs
Penetanguishene Natural Heritage Project
- Presented to Penetanguishene Planning Committee and senior staff
- Submitted final report to Town and reviewed draft Official Plan policies

Wetland Evaluations
- Tiny Bog Evaluation accepted by province as Provincially Significant Wetland
- Tay Bog/Gratrix Wetlands
  - Spring field work completed, documented plants/wildlife, mapping and scoring wetland is underway

Invasive Species – Pilot Project
- Gathered invasive species sightings data and consolidated into a spreadsheet for mapping and submitting to EDDMapS Ontario
- Worked with Tiffin Homeowner’s Association (& inmates from Beaver Creek Institution in Gravenhurst) to remove invasive Phragmites around Tiffin Pond, Town of Midland
- Installed 5 invasive species monitoring pads in Little Lake to determine the extent of zebra mussel establishment
- Tiny Marsh Garlic Mustard Pull - Removed garlic mustard and provided education to volunteers
- Produced and distributed invasive species posters and information to Townships of Tay, Tiny and Severn, and Town of Midland
- Created invasive species factsheets and attached to tree distribution bags

Artificial substrate pads used to determine zebra mussel colonization

Bagged Garlic Mustard (Alliaria petiolata) (that was hand-pulled in Tiny Marsh)

Invasive species poster highlighting some species of concern
Land Use Planning

Input and Review

Natural Heritage Reviews
- Township of Tiny Site visit (1)
- Commented on:
  - 3 proposed Terms of Reference for Environmental Impact Studies
  - 1 compensation tree plant project in Tay
  - 2 Minor Variances in Tay
- Attended Cnty Rd. 93 Class EA

Source Water Protection

Education & Outreach, Risk Management

Education & Outreach
- Education & Outreach packages delivered to all Severn Sound area municipalities

Risk Management
- Justine Lunt appointed as Risk Management Inspector for the Township of Severn
- Annual reporting of 2016 Risk Management Services provided to Tay, Midland, Georgian Bay, Muskoka, Penetanguishene, Severn and Oro-Medonte, Tiny.
- Continued threat verification for 2017

Committees/Meetings
- Attended and Chaired Regional Administrative Meetings
- Presented SWP annual report update to Town of Penetanguishene Council

Monitoring Programs

Field/Data Collection: PGMN, PWQMN/Tributaries, Severn Sound Open Water, Inland Lakes, Stream Temperature, and Climate

Highlights
- SSEA Staff working with Town of Midland and Canadian Hydrographic Service on Midland water level gauge improvements
- Ontario Geological Survey installing 15 bore holes in Severn Sound to characterize regional geology, 8 will be fitted as groundwater monitoring wells

Open Water (Penetang Harbour to Honey Harbour)
- Sampling started - North Bay (Honey Harbour) April 18
- 5 full open water sampling runs
  - Water temperature, dissolved oxygen, pH, turbidity, metals, conductivity, water chemistry, algae & zooplankton

Open water sampling
- Tay Area Water Intake: 6 sampling runs
  - Basic water chemistry, nutrients, metals, & algae

Inland lakes
- 4 inland lake runs in Little Lake (Midland)
  - Temperature, dissolved oxygen, pH, turbidity, conductivity, water chemistry, algae, zooplankton, & water levels

Provincial Water Quality Monitoring Network (PWQMN)
- 3 sampling runs

Provincial Groundwater Monitoring Network (PGMN)
- Water levels & data download at 13 wells

Nitrate Sampling Lafontaine Source Water Issue Contributing Area
- Collected nitrate samples from two locations along Lafontaine Creek

Climate
- Installed air temperature loggers at Huronia Airport and Midland Sewage Treatment Plant
- Installed rain gauges at Huronia Airport, Midland Sewage Treatment Plant, Pinegrove, and Balm Beach
- Intensive Thermal Stability Survey
  - North River - 477 stream sections surveyed in Township of Severn
  - Coldwater River - 64 stream sections surveyed (Copeland Forest Township of Oro-Medonte)
  - Recorded water temperature, pH, conductivity, sediment type, flow conditions and GPS location

- 73 Temperature Loggers installed
  - 25 across SSEA watershed area, 4 in Awenda Provincial Park
  - 39 - North River watershed Township of Severn
  - 9 - Coldwater River watershed Copeland Forest
Data Analysis

Statistics, Data Management & Analysis, Stream Invertebrates, and GIS/Mapping

Water Quality Data and Analysis
- Compilation of 2016/17 data including: ice observation data; algae pigment for North Bay and South Bay; Georgian Bay water levels & local climate data
- Updated stream discharge database for stations in Severn Sound watershed
- All 2016 algae data received and preliminary data analyses completed
- Analysis of trends in climate and water quality variables in Severn Sound
- Preliminary water quality trend analysis for Farlain, Little and MacLean lakes

Stream Invertebrate Identification
- 100 samples with a total of 6,592 stream invertebrates identified
- Processed Wye River and Coldwater River samples

GIS/Mapping
- Coastal aquatic habitat
  - "Mapping, Evaluating, and Predicting Changes in Coastal Margin Aquatic Habitat in Severn Sound and Southeastern Georgian Bay" Draft Synthesis Report by U. of Windsor, SSEA and Dept. of Fisheries and Oceans
  - Submitted final project reporting to Environment Canada
  - Presented overview material to project partners to identify fish habitat work and needs for the future
  - Met with Parks Canada for project update and potential for collaboration
- Agricultural Data Use & Transparency meeting (Hosted by Ag Data Transparent, Ontario Federation of Agriculture & Ontario Precision Agri-Food)

Partnerships

New/Updated NGO Partners and MOU’s

- Water sampling – Citizen Science water quality sampling field training provided for Copeland Forest Friends Association & Couchiching Conservancy

Citizen science in Copeland Forest with CFFA Members and SSEA Staff
Thank you from the SSEA Team

- Julie Cayley - General Manager
- Michelle Hudolin - Wetlands and Habitat Biologist
- Gail Marchildon - Office Manager
- Lex McPhail - IT Manager/GIS Applications Specialist
- Melissa Carruthers - Data Management Technician/Risk Management Inspector
- Carl Lesperance - Lead Environmental Monitoring Technician
- Aisha Chiandet - Water Scientist
- Paula Madill - Ecosystem Technologist
- Keith Sherman - Risk Management Official/Special Projects Officer
- Justine Lunt - Risk Management/Data Management Technician
- Robyn Rumney - Invasive Species Intern
- Anna McClymont - Climate Change Technician
- Reilley Plue - Climate Change Technician

Contact Information

For copies of reports and/or links to information contact SSEA at:

Mailing Address: 67 Fourth St. Midland, ON L4R 3S9
Phone Number: (705) 527-5166
General Email: sseainfo@midland.ca
Website: www.severnsound.ca
Twitter: @SSEA_SSRAP

Disclaimer: TWITTER, TWEET, RETWEET and the Twitter logo are trademarks of Twitter, Inc. or its affiliates.
2. Adopt the Agenda
   Moved by: David Ritchie
   Seconded by: Paul Wiancko
   Motion: To approve the agenda, for the Second Quarterly SSEA Joint Services Board with the following amendment; to add vehicles under other business Carried.

4. Approval of the First Quarterly Minutes from April 13, 2017
   Moved by: Barb Coutanche
   Seconded by: Rob Kloostra
   Motion: That the minutes of the First Quarterly SSEA Joint Services Board meeting held on April 13, 2017, be received and approved. Carried.

5. Update from SSEA staff members; SSEA Invasive Species Intern, Robyn Rumney, Anastasia McClymont and Reilley Plue, SSEA Summer Students
   Moved by: Mike Lauder
   Seconded by: Pat File
   Motion: That the SSEA Second Quarter activity report update presented by SSEA Invasive Species Intern, Robyn Rumney, Anastasia McClymont and Reilley Plue, be accepted for information. Carried.

6. Second Quarter Financial reports for 2017
   6.1 Second Quarterly SSEA Financial Report
   Moved by: Rob Kloostra
   Seconded by: David Ritchie
   Motion: That the (6.1) Second Quarterly SSEA Financial Report be accepted for information only. Carried.
7. **Second Quarter Report - Julie Cayley**  
   Moved by: Barb Coutanche  
   Seconded by: Mike Lauder  
   **Motion:**  
   That the Second Quarter report presented by Julie Cayley be accepted for information.  
   Carried.

8. **Risk Management Report - Keith Sherman**  
   Moved by: Paul Wiancko  
   Seconded by: Pat File  
   **Motion:**  
   That the verbal Risk Management Report presented by Keith Sherman be accepted for information.  
   Carried.

9.1 **Executive Committee Update**  
   1) SSEA Strategic Plan  
   Moved by: Dave Ritchie  
   Seconded by: Paul Wiancko  
   It is RECOMMENDED THAT Staff Report 07-17 regarding the SSEA – A “Refreshed” Strategic Plan – Status update be received for information and to move forward with the SSEA Staff preparing the ground work with the Executive Committee as discussed.  
   Carried.

10. **Adjournment**  
    Moved by: Mike Lauder  
    Seconded by: Pat File  
    **Motion:**  
    To adjourn the Second Quarterly SSEA Joint Services Board meeting at 11:50 A.M.  
    Carried
July 24, 2017

Mayor Burkett & Council
Township of Severn
1024 Hurlwood Lane
Orillia, Ontario L3V 6H4

Your Worship and Members of Council:

Thank you for your on-going financial support for the endeavors of the Orillia & Area Physician Recruitment & Retention Committee (OAPRRC) in 2017.

Please find enclosed for your review, the OAPRRC mid-year activity and financial performance report.

Included in the report you will find a financial forecast to December and the proposed 2018 budget. You will note that we are requesting continued funding support in the amount of $15,000 and an opportunity to provide a deputation to council during budget discussions.

Yours truly,

Dr. Matt Miller, D.C.
Chair

MM/P
Purpose:

The purpose of the Orillia & Area Physician Recruitment & Retention Committee (OAPRRC) is to be proactive in the recruitment and retention of physicians for the residents of Orillia and surrounding area which includes Oro-Medonte, Severn, Ramara and Rama First Nation.

Vision:

The OAPRRC connects area residents to comprehensive medical care, by encouraging family physicians and specialists to establish and maintain their practice in our area.

Service Objectives:

The following three main objectives serve to support the purpose of the committee. Under each objective are the activities which we have undertaken.

1. Recruitment of family doctors and specialists in partnership with the hospital, by promoting unique work opportunities and an appealing four-season community.

   - 41 medical residents and students have been provided with a personal welcome and community orientation. The length of stay in the community may vary from 4 weeks to 1 year. Introducing trainees to the community is a valuable future recruitment tool.

   - To support and mentor local students who may be interested in a career as a physician, OAPRRC hosted a day-long event on May 5th. MD2B Day was chaired by Dr. Tim Hillson, and partnered local students with family physicians and specialists. Many of our local physicians continue to mentor these students. (Itinerary attached).

   - OAPRRC takes the lead for family physician recruitment and community-based specialists. In June 2015 the provincial government placed the restriction of managed entry upon the city of Orillia. Family physician recruitment could only be undertaken to replace a retiring physician. The government lifted this restriction in June of this year.

   - A necessary component of family physician recruitment is assessing community need by monitoring inquiries from the general public and liaising with our family physicians, the Local Health Integrated Network (LHIN) and Health Care Connect to determine physician need. (Attached chart outlines unattached population as of January 2017).

Community-Based Recruitment January 1–June 30, 2017:
- Psychiatrist
- Family physician
- OAPPRC supports the hospital in the recruitment of specialists. Community Physician Recruitment Liaison participates in interview planning, community visits and participates on the interview panel.

Specialty Recruitment, January 1 - June 30, 2017:
- Radiologist
- General Surgeons (2)
- Orthopedic Surgeon
- Emergency Room Physicians (2)
- Obstetrician/Gynecologist
- Pathologist
- Pediatrician

2. Retention support to new and existing local doctors through community outreach, integration and recognition.

- The retention of family physicians and specialists is a key priority. OAPPRC has increased the level of support provided to new families as they integrate into the community. New physicians are strongly encouraged to live in the community rather than commute, and to become engaged in local activities. All physician families are provided a community orientation and tour, and assistance with accommodation, school inquiries and all other areas of interest.

- To honour long-serving physicians and to recognize special achievements, OAPPRC hosted physicians at the Credentialed Staff Long Service, Clinical Excellence & Leadership Awards Reception at Fern Resort on June 22nd. This annual event is well received by the physician community.

- To encourage fellowship amongst the physician community, OAPPRC and the hospital provides administrative support to the Continuing Medical Education Rounds program. Physicians meet three days per week for lunch and learn presentations.

3. Connect the citizens of our area to comprehensive medical care.

- **Senior Care Clinic** – OAPPRC has been involved in this initiative since inception. Dr. Kevin Young, lead geriatrician attended the monthly meeting in January to update members on first six months of clinic activity and anticipated future direction.

- **College and University Students** – In May, the Huronia Nurse Practitioner-Led Clinic made a presentation to OAPPRC. During the forthcoming school year the clinic will be providing immunization and non-urgent care on a limited basis at Georgian College and Lakehead University.

- **Access to Care for Unattached Patients** – OAPRC office responds to all inquiries from the general public as they search for a local family physician. Staff assists individuals through process of registration at Service Ontario and Health Care Connect.
• Community Project – OAPRRC in collaboration with 47 local family physicians is undertaking a pilot project to improve access to care for local citizens who are unattached. Implementation is slated for September 2017.

Governance:

• Orillia & Area Physician Recruitment & Retention Committee (OAPRRC) is a sub-committee of the Orillia Soldiers’ Memorial Hospital (OSMH) Medical Advisory Committee
• Meetings are held the third Tuesday of each month, September through June, or at the call of the chair; sub-committees are held on an as needed basis
• Member composition is based on Terms of Reference and Terms of Reference (Nominating);
  Terms of Reference review undertaken in February 2017
• Community Physician Recruitment Liaison is a contract employee under the supervision of the OAPRRC Chair and the OSMH Medical Affairs Coordinator

Committee Composition:

Voting:
• Funding municipality representatives
• Community representatives (5)
• OSMH Chief of Staff (ex officio)
• OSMH Medical Affairs Coordinator (ex officio)
• OSMH Board representative
• OSMH Foundation Director of Finance & Development, or delegate (ex officio)
• Two physicians

Support and Non-Voting:
• Community Physician Recruitment Liaison

Funding:

• In 2017 OAPRRC received operating funds from the City of Orillia ($15,000); Township of Severn ($15,000); Township of Ramara ($8,000); Township of Oro-Medonte ($4,000); Chippewas of Rama ($2,500)
• Community Foundation of Orillia & Area Doctor Recruitment Endowment Fund ($1,800)
• Committee Fundraising – Winter Wonderland of Epicurean Delights (net $18,000)

In conclusion, OAPRRC continues to develop a number of long-range goals with an enhanced focus on health and wellness in our community through improved access to primary care for all citizens of Orillia and surrounding area.

Respectfully submitted,

Dr. Mathew Miller, D.C.,
Chair
July 26, 2017
8:45 Meet in Main Lobby — Orillia Soldiers’ Memorial Hospital
9:00 Welcome
GETTING INTO MEDICAL SCHOOL
9:05 What kind of out of school activities/jobs are best for getting into medical school?
What classes should I take in high school/university if I want to be a doctor?
What undergraduate programs are the best ways to get into medicine?
How good do my marks have to be to get into medical school?
What is the admissions process like?

Wendy Edge
Admissions Officer and Coordinator, MD Admissions
Michael G. DeGroote School of Medicine
McMaster University

9:30 QUESTION PERIOD
PRACTICAL ISSUES
9:45 As a doctor, can I live wherever I want? Will there be jobs for MDs?
Dr. Van Iersel
9:55 If I become a doctor, do I have to give up everything else in my life?
Dr. DePierro
Dr. Van Iersel
10:05 Can a doctor be a good parent? When can I have kids?
MEDICAL SCHOOL AND RESIDENCY
10:15 How long does it take to become a doctor? What is medical school and residency like?
Dr. Marshall

10:25 PANEL DISCUSSION
10:40 BREAK
10:55 How do I know which area of medicine is right for me?
CAREER CHOICES IN MEDICINE 1
11:05 What is it like to be a general surgeon?
Dr. Campbell
11:15 What is it like to be a psychiatrist?
Dr. Radway-Norman
11:25 What is it like to be a coroner?
Dr. Marshall
11:35 What is it like to be a plastic surgeon?
Dr. Seki
11:45 PANEL DISCUSSION
12:00 BREAK
12:15 GRAND ROUNDS BY DR. BRIAN GOLDMAN AUTHOR OF “THE NIGHT SHIFT”
AND HOST OF CBC’S “WHITE COAT, BLACK ART”. LUNCH PROVIDED.
CAREER CHOICES IN MEDICINE 2
1:00 What is it like to be a family physician?
Dr. Michalski
1:10 What is it like to be a geriatrician?
Dr. Gardhouse
1:20 What is it like to be a specialist in internal medicine?
Dr. MacFadyen
1:30 What is it like to be an anaesthetist?
Dr. DePierro
1:40 What is it like to be a hospitalist?
Dr. Zacharias
1:50 BREAK
CAREER CHOICES IN MEDICINE 3
2:05 What is it like to be a radiologist?
Dr. Little
2:15 What is it like to be an obstetrician/gynecologist?
Dr. Bremer
2:25 What is it like to work in medical leadership and administration?
Dr. Marrow
2:35 What is it like to be an ER physician?
Dr. Evans
2:45 FINAL QUESTIONS
3:00 ADJOURNMENT
NOTE: numbers derived from Attachment-FSA worksheet. Where a postal code crossed sub-region boundaries, the ratio of attached patients was aligned with the population of the township (2011 Census).

<table>
<thead>
<tr>
<th>Sub-Region</th>
<th>Number of Eligible Ontarians as of March 31, 2016</th>
<th>Number of Enrolled patients in PEM Model as of March 31, 2016</th>
<th>% enrolled</th>
<th>Unenrolled Patients with at least 3 encounters (based on Primary Care Services) with same GP in the past 2 yrs (FY2014 &amp; FY2015)</th>
<th>% non-enrolled</th>
<th>NPLC</th>
<th>Total</th>
<th>%</th>
<th>Unenrolled Patients with at least one Primary Care Service by a GP but not had a consistent provider in the past 2 yrs (FY2014 &amp; FY2015)</th>
<th>Unenrolled Pts with at least one service (any other service billed by GP) but not had a consistent provider in the past 2 yrs (FY2014 &amp; FY2015)</th>
<th>Unenrolled Patients with no services by GPs in past 2yrs (FY2014 &amp; FY2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUCHICHING</td>
<td>79,877</td>
<td>63,497</td>
<td>79.5</td>
<td>2,985</td>
<td>3.7</td>
<td>800</td>
<td>67,281</td>
<td>84.2</td>
<td>2,022</td>
<td>2,894</td>
<td>8,288</td>
</tr>
<tr>
<td>NSM LHIN</td>
<td>473,732</td>
<td>377,781</td>
<td>79.7</td>
<td>23,329</td>
<td>4.9</td>
<td>6,309</td>
<td>407,419</td>
<td>86.0</td>
<td>18,439</td>
<td>21,099</td>
<td>32,538</td>
</tr>
</tbody>
</table>

Pt Attachment Rates

<table>
<thead>
<tr>
<th>86.5</th>
<th>86.0</th>
<th>85.5</th>
<th>85.0</th>
<th>84.5</th>
<th>84.0</th>
<th>83.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUCHICHING</td>
<td>NSM LHIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### PEM Physicians by age band

<table>
<thead>
<tr>
<th>CSD Name</th>
<th>25 to 29</th>
<th>30 to 34</th>
<th>35 to 39</th>
<th>40 to 44</th>
<th>45 to 49</th>
<th>50 to 54</th>
<th>55 to 59</th>
<th>60 to 64</th>
<th>65 to 69</th>
<th>70+</th>
<th>Grand Total</th>
<th>% 55-64</th>
<th>% 65+</th>
<th># FP≥65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orillia</td>
<td>4</td>
<td>7</td>
<td>6</td>
<td>6</td>
<td>10</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>45</td>
<td>20.0</td>
<td>6.7</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Ramara</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0.0</td>
<td>100.0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Severn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>50.0</td>
<td>50.0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>23</td>
<td>28</td>
<td>29</td>
<td>42</td>
<td>45</td>
<td>47</td>
<td>31</td>
<td>22</td>
<td>10</td>
<td>278</td>
<td></td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

**Percentage of FM in LHIN age 55-64:** 28.1%

**Percentage of FM in LHIN age 65+:** 11.5%

**Percent of FM/GP in Canada age 55-64:** 26.2%

**Percent of FM/GP in Canada age 65+:** 15.3%

*2014, excludes residents and physicians 80+, according to National Physician Survey.

<table>
<thead>
<tr>
<th>Barrie &amp; Area</th>
<th>Couchiching</th>
<th>Muskoka</th>
<th>South Georgian Bay</th>
<th>North Simcoe</th>
<th>LHIN TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of FP's 65 or older</td>
<td>8</td>
<td>5</td>
<td>8</td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>
Fern Resort – June 22, 2017
Dr. Gary Smith – Lifetime Achievement Award, Dr. Monica Chaudhuri – Clinical Excellence and
Dr. John MacFadyen – Leadership Award
## ORILLIA & PHYSICIAN RECRUITMENT & RETENTION COMMITTEE
### 2018 Budget

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Municipality Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td>Orillia</td>
<td>$18,000</td>
<td>$15,000</td>
<td>$18,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td>Oro-Medonte</td>
<td>$10,000</td>
<td>$4,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,000</td>
</tr>
<tr>
<td>Severn</td>
<td>$15,000</td>
<td>$15,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td>Ramara</td>
<td>$8,000</td>
<td>$8,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,000</td>
</tr>
<tr>
<td>Rama First Nation</td>
<td>$2,500</td>
<td>$2,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td>Grants</td>
<td>$1,600</td>
<td>$1,800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,800</td>
</tr>
<tr>
<td><strong>Fundraising Revenue</strong></td>
<td>$22,500</td>
<td>$25,915</td>
<td>$5,000</td>
<td>$15,000</td>
<td>$5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$77,600</td>
<td>$72,215</td>
<td>$5,000</td>
<td>$30,000</td>
<td>$8,800</td>
<td>$26,000</td>
<td>$10,500</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$78,300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MD2B</strong></td>
<td>$2,000</td>
<td>$1,081</td>
<td>$1,000</td>
<td></td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Retention Activities</td>
<td>$6,000</td>
<td>$5,000</td>
<td>$500</td>
<td>$500</td>
<td>$1,000</td>
<td>$3,000</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,000</td>
</tr>
<tr>
<td>Community Clinic Development</td>
<td>$10,000</td>
<td>$6,000</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>Visits - Physicians &amp; Students</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td>Promotional Items</td>
<td>$1,000</td>
<td>$1,016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>$45,734</td>
<td>$45,734</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$3,887</td>
<td>$46,644</td>
</tr>
<tr>
<td>CASPR (Conference)</td>
<td>$2,500</td>
<td>$1,750</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td>Office Administration</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$1200</td>
</tr>
<tr>
<td>Mileage/Travel expense</td>
<td>$900</td>
<td>$900</td>
<td>$225</td>
<td>$225</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$900</td>
</tr>
<tr>
<td>Cell phone expense</td>
<td>$660</td>
<td>$660</td>
<td>$60</td>
<td>$60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$60</td>
</tr>
<tr>
<td>Fundraising Expenses</td>
<td>$7,500</td>
<td>$8,122</td>
<td>$2,000</td>
<td>$4,000</td>
<td>$1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$83,284</td>
<td>$75,688</td>
<td>$6,122</td>
<td>$11,074</td>
<td>$6,547</td>
<td>$8,972</td>
<td>$9,272</td>
<td>$4,547</td>
<td>$4,547</td>
<td>$7,772</td>
<td>$4,547</td>
<td>$4,547</td>
<td>$4,272</td>
<td></td>
<td>$83,464</td>
<td></td>
</tr>
</tbody>
</table>


**Budget Notes:**

Income:
Municipal funding - anticipating same level of support as in 2017, with the expectation of increase from City of Orillia & Oro-Medonte
Fundraising revenue - continued committee event Feb 2018

Expenses:

MD2B - new expense category for the Medical Doctor To Be Day expenses
Retention activities - includes enhanced retention initiatives, including physician recognition and long service awards and integration activities
Community Clinic Development - current projects after hours clinic and community psychiatry
Promotional items - new items may be required for outreach events or trade shows
Project coordinator - includes up to 2% COLA increase, but no merit because Pat is at the top of the pay grid (COLA % increase to be determined by hospital in the fall)
CASPR (Conference) - membership and conference costs, in Fredericton NB this year
Fundraising expenses - for Feb 2018 event
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Hi Sharon,
I am emailing you to start the process required for me to purchase Part1, 51R39012.(pt lot 11, con 6 north orillia). From what I understand the property is approximately 1 foot by 1 foot in size. For further information please ask Katie Mandeville or feel free to email me back.
Thanks
Jamie Tofflemire.
Sent from my iPhone
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
June 15, 2017

Township of Severn
1024 Hurlwood Lane
Orillia, ON
L3V 6J3

Attention: Chief Cranney

Re: Orillia Fall Fair Demolition Derby

On behalf of the Directors and Convenors of the Orillia Fall Fair, we are requesting the fire department be present at the Demolition Derby on Saturday, September 9 2017 at 2:00 pm. We are also requesting that Council waive the fee for the above service, as well as notifying the Fire Chief to make arrangements for fire equipment and personnel to ensure fire safety will be adhered to during the event.

Regarding the Fire Safety House and trucks, the usual space will be marked at the tower beside the track, however we would like to point out that there needs to be space allowed for the bleachers to be moved from the Demolition Derby past your area for the Tractor Pull (same as last year).

Yours truly

Erin Abbott
Secretary/Treasurer

c.c. Sharon Goerke, Deputy Clerk
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Township of Severn  
1024 Hurlwood Lane  
Orillia ON  
L3V 6H4

Mayor Michael Burkett and Council,

On behalf of the Directors, Convenors, and Members of the Orillia and District Agricultural Society, I am writing to request that the Township of Severn provide a grader for our track on Friday September 8th in the afternoon for about four hours, and on Saturday for about one hour if it rains.

We appreciate your consideration.

Thank you,

[Signature]

Rick Telford  
1st Vice President  
Orillia & District Agricultural Society
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
From: Andrew Murray [mailto:andymurray2436@gmail.com]
Sent: June 23, 2017 8:45 AM
To: Michelle Prophet-Healy
Subject: Council Issues that Need to Be Discussed

I have been a seasonal resident at 4104 Canal Road for the past 30 years and there are 2 issues that should be considered at Council.

1) Consideration of a By-Law that property owners along the Severn River not be allowed to discard leaves, grass clippings and tree limbs into the river. These items create deposition in river sediment plus create a hazard for boats. Each year, I pull from the river large tree branches, stumps and cut logs that could cause severe damage to boats. All residents who dump items into the river should face a significant fine and hopefully a By-Law would discourage the activity.

2) Another item of concern is the dumping of chemicals at Wasdel Falls. If the water level is high enough, the power dam is operating and I suspect around 2:00am to 4:00am each morning, I add surfactants into the water to clean the turbines or other machinery. This creates substantial brown foam which drifts down the river and causes discoloration and scum. Some people say the foam are natural surfactants but this is not true. I see the foam at around 6:00am each morning at my residence and it subsides about 2 hours later. I have traced the foam up river to Wasdel Falls and if it were natural the foam would be constant. So this foam is a result of a human event.

Some people use the river after treatment for drinking and many people use the river water for bathing. It is against the Environmental Protection Act to discharge any chemical effluents into waterways without approval and the Severn River would be under both Federal and Provincial control.

Council should review these matters and make decisions to address these problems. I am not an activist and have always got along with neighbours. I have never been to a council meeting but hopefully items like this can be discussed within Council rather than through newspapers and social media. However, I am concerned about the health and safety of residents along the Severn River and if you wish me to meet with you I would be happy to do so.

Thank you
Andrew Murray
4104 Canal Road
Washago, ON

andymurray2436@gmail.com
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Hi Mark

In response to our telephone conversation of today, previous conversations with you and Mike Burkett and the letter from the Township dated June 8, 2017 regarding the installation of fence down the north side of Doug Smith Drive, I wish to put forth the following:

1. The issue of illegal parking on Doug Smith Drive will not be solved by a fence. The issue is one of enforcing the "No Parking By-Laws". A few tickets issued regularly and a couple of cars towed would send a signal pretty quickly of your intent to enforce the illegal parking.

2. If the Township feels the need to go ahead with the fence down the property line, I see no need for the fence to go beyond where the ditch begins. Putting the fence down to Big Chute Road will create a small parcel between the ditch and the property line which will be available for (a) someone to pull in off Big Chute Road to park (b) create an area unmaintained as to overgrowth

3. I have used and maintained that parcel of land between the ditch and property line for 12 years, Debbie and Fred Tice before me, and Doug Smith before them. At no time did the Township exercise any authority over that piece or undertake any maintenance of the property.

I therefore put forth the fact that in reality a "prescriptive easement" exists......
......an easement upon another person's real property acquired by continued use for 20 years without permission of the owner but with the KNOWLEDGE of and without OBJECTION of the owner, created under the "Limitations Act"

In summation, a fence from the rocks to the ditch will not prevent illegal parking. It will however, prevent cars being driven from Doug Smith Drive through my property or cars with trailers parking both on Doug Smith Drive and my property. I would be in favour of that.

I await your comments.

Bob
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Michelle Prophet-Healy

From: Anneli Tapanila <aneliili@hotmail.com>
Sent: June 27, 2017 2:55 PM
To: Michelle Prophet-Healy
Subject: Road Signs

To whom it may concern,

On behalf of Heidi Mueller at 1773 Cambrian Road, I would like to make the request to have road signs indicating the presence of horses and riders on Cambrian Road. This being to prevent bodily harm to those riding on said road, many people travel at speeds almost twice the limit and make it incredibly dangerous for riders. Thank you for your time. Please advise if there is any expense to this and how to proceed from here.
From: John E. Webb <johnnewebb99@hotmail.com>
Sent: Tuesday, July 25, 2017 12:07 PM
To: Mike Burkett
Cc: John E. Webb
Subject: TC & MB Library

Mayor Burkett and Councillors

I would like to place a small Library in the 3ft by 4ft size with a glass door that residents in our area may take a book-leave a book concept. The Library box could be on Township property or on my property by the side of my driveway. It would need to be out of the way of snow removal equipment, yet still be accessible. One thought would be by our mail box where we clear snow for the mail carrier to have easy access.

I would like your thoughts on the idea and authorization if any is required. Thanking you in advance for your prompt reply.

John E. Webb
2221 Thomson Cres., Severn On. L3V 0V7
705 326 1149
Book It: Bring a Mini Library to Your Front Yard

Take a book, leave a book. An ingenious lending-library idea is sweeping the nation — see if it's right for your neighborhood.

Mitchell Parker  March 25, 2013
Houzz Editorial Staff. Home design journalist writing about cool spaces, innovative...  More>

Todd Bol has a background in international business development. More specifically: He used to help developing countries institute social change. He'd always been known to think big and globally. But this man of social generosity couldn't have expected that, while messing around and building things on his deck one day, a dollhouse-size structure he turned into a free community library would have the global impact it does today.

Bol's prototype spawned Little Free Library, a nonprofit that seeks to place small, accessible book exchange boxes in neighborhoods around the world. Users can purchase the boxes directly from LFL's website, download plans to build their own or completely wing it.

The concept is simple: A house-shaped box in a neighborhood holds a few dozen books. Neighbors are invited to share a book, leave a book or both.

The LFL almost always uses recycled materials for the custom libraries it sells online, for an average cost of $250 to $500, but it also offers plans for making your own.
The idea has taken off, growing from 100 libraries in 2011 to 6,000 libraries in 2013, with 2 million books shared. "By that account, we'll have 25,000 libraries by the end of the year," says Bol.
A homeowner or another local steward, like the one shown here, takes ownership of the library, making sure it's in good shape and that book materials are appropriate for the neighborhood.

Little Free Library owners may purchase a charter for $35 that puts their library in the organization's database and affords them discounts and information about keeping, maintaining and promoting their libraries.

Bol is most proud of the way Little Free Library is bringing communities together. "It's started a neighborhood exchange. It gets people talking and more comfortable with their neighbors," he says. "This leads to them helping each other."

Almost every library is unique. This one in Northern California was built out of a used wine crate.
The libraries work best in neighborhoods where stewards can better maintain the box. "In parks you'll get a box full of discounts for haircuts and hamburgers," Bol notes.
Little Free Libraries does custom paint and build some of the boxes, even creating memorial libraries for loved ones, like this one in Houston honoring Donald F. Markgraf.

And there's no limit to the possibilities. For this library, also in Houston, the owner added tiny stairs, a drawer handle and colorful Mardi Gras beads.

In Pasadena, California, a brightly colored library has major curb appeal.
Little Free Libraries are all over the world. Go to the organization's site for a world map of front-yard libraries and to see how to make your own.

Poll: Do you have a mini library in your front yard, or are you inspired to try one?
Take our poll

Browse more home design photos >
COLDWATER MILL HERITAGE FOUNDATION
1 MILL STREET, P.O. BOX 747
COLDWATER, ONTARIO
L0K 1E0

Severn Township
P.O. Box 159
Orillia, Ontario
L3V 6J3

July 11, 2017

Attention: Mayor Burkett and Council Members

RE: Development Charges Levied against the Building Permit for Coldwater Mill

The Coldwater Mill Heritage Foundation was very surprised and disappointed that $6,907.05 in Development charges were added to our Building Permit. Your website states, "These costs are for shared infrastructure items (fire stations and equipment, major roads, water & sewage treatment plants, etc.) in addition to the costs would normally be constructed as part of a subdivision (such as internal roads, sewers, watermains, roads, sidewalks, streetlights)." Our project will not add any infrastructure costs to the township. We therefore feel that our project should be exempt.

Further to the above:

1. The addition is for barrier-free access and public washrooms for the entire community, a necessity for all our events.

2. The addition is being paid for by donations from local residents and businesses and grants from Provincial and Federal Governments.

3. The addition is to be a ‘public’ building where our local heritage is shared with the community- a community asset.

4. The addition will improve the Life Safety standards of the Mill.

5. The building has a Provincial Heritage designation and the Township of Severn has a shared interest in its preservation, management and maintenance.

6. The non-profit Mill is operated on behalf of the community by a group of dedicated volunteers to educate and preserve our local heritage.
We have already had to cut back on some of the barrier-free features of our plans due to budget constraints. These additional charges mean that we will need to look for further cost savings, with even more cutbacks.

We respectfully ask that you continue to support our Foundation, as you have in the past, by waiving/reversing the Development Charges of $6,907.05.

Thank you for your consideration. I will attend the August 9, 2017 Council Meeting to answer any questions that may arise.

Regards,

**Gwen Robinson**

Chair
Coldwater Mill Heritage Foundation
From: Mike Turner [mailto:katmike@rogers.com]  
Sent: July 14, 2017 9:29 AM  
To: Sharon Goerke  
Cc: Henry Sander; Pat Harwood; Mike Burkett; Al Thomson  
Subject: FWWT

Dear Ms. Goerke ...please be advised that, at a meeting of Friends of the Tower, on July 13, 2017, Council's recommendation that we proceed with decorating the Tower with a wrap was accepted. Please advise us on the following questions...
Will giving the surface a preliminary spray of a fixative coat be acceptable? (a quick yes or no will allow us to research companies, and compare prices as speedily as possible).
How will the vetting of our recommended company re insurance, licences, permits, etc., via a vis the Township, be handled?
Will Township be vetting the contract between FWWT (or sponsoring body) and the chosen company or companies?
Thanks, Kathy Nicholson for FWWT
Join Warden Gerry Marshall at the

13th Annual
Warden's
Golf Tournament
September 14, 2017
at Midland Golf and Country Club
in support of
Waypoint Centre for Mental Health Care

$250 includes 18 holes of golf, cart,
complimentary lunch, dinner,
and a gift from the Warden.

11 a.m. shotgun start, scramble format.
Contests will be taking place on course,
along with a silent auction and raffle
in the club house.

To inquire about registration
and sponsorship opportunities, contact:

Jennifer Straw
705-726-9300 ext. 1036
or warden@golf@simcoe.ca

Waypoint Centre for Mental Health Care

For more information regarding this event, please contact:

Jennifer Straw, 705-726-9300 ext. 1036 | Michelle Denne, 705-726-9300 ext. 1286 | warden@golf@simcoe.ca

Warden
County of Simcoe
1110 Highway 26, Midhurst, ON L9X 1N6
Phone: 705-726-9300 Ext. 1260 Fax: 705-725-1285
E-mail: warden@simcoe.ca
simcoe.ca

NOTICE:
This email may contain PRIVILEGED AND CONFIDENTIAL INFORMATION and is intended solely for the use of the
From: Mike Burkett  
Sent: July 27, 2017 9:02 AM  
To: Michelle Prophet-Healy  
Subject: FW: Severn girl's cycling fundraiser

Please put on the next agenda.

Thanks Mike.

Sent from my BlackBerry 10 smartphone on the Rogers network.
From: Ali van Yzendoorn <alicat11@hotmail.ca>
Sent: Monday, July 24, 2017 4:48 PM  
To: Mike Burkett  
Subject: Severn girl's cycling fundraiser

Dear Mr. Burkett,

My name is Ali van Yzendoorn and I am an eighteen year old in the early stages of my cycling career. I live in Severn Township with my family and graduated from Patrick Fogarty High School in June of this year. I also have a part time job at Webers on Highway 11.

I have been a competitive cyclist for 4 years. I train 8 times a week (whether that be on the roads of Orillia, Severn and Oro, or at the Velodrome in Milton). I recently qualified to be a part of the Junior Women’s Team Pursuit squad at the 2017 UCI Junior Track World Championships in Montichiari, Italy this August. Unfortunately, there is very little funding for junior athletes. This endeavour is self funded, and being a working teenager, I need help from the community to help me cover the $6000 cost of being a member of Team Canada.

The purpose of this letter is to seek the financial support of my community to help me to reach the world stage.

Thank you so much for believing me, I will race my hardest and try my best to make Severn and Canada proud!

I have attached a fundraising flyer for more information. Thank you for your consideration.

Sincerely,

Ali van Yzendoorn
July 20, 2017

Severn Township Council
P.O. Box 159
1024 Hurlwood Lane
Orillia, Ontario  L3V 6J3

Re: 3476 Carlyon Line, Severn, Ontario

Dear Council:

We purchased the above property on September 20, 2016.

At that time there was an occupancy permit granted that listed the final grading as still unfinished. The builder/seller of the property (Mr David Goggins) tried to get us to sign an amendment to the agreement of Purchase and Sale that the grading deposit would be returned to him upon granting of final inspection. By such a request, he demonstrated his opinion that this money should legally belong to us. We refused to sign this request as any money needed to complete the final grade to the township’s satisfaction was to come out of this deposit and any monies left over were to be returned to him. See attached email documents.

We have since spent in excess of $16,500 dollars to get the final grade approved. We paid $3,500 to Otter Siding and Eavestrough, sorry I can’t locate that invoice. See attached copies of all our other invoices.

We paid for the final certificate as the bill was originally sent to Mr Goggins, and he did not pay it. The builder cannot get it back as he has not paid for; has no copy of; and no knowledge of; the final grading certificate. Due to privacy laws it would be illegal for the township to provide Mr Goggins with a copy of the certificate that we paid for and is in the file of our property. Without it he cannot apply to have the deposit returned. The township has refused our request for the return of the deposit as the Chief Administration Officer does not have the autonomy to make this decision. This has created an endless loop and an impossible situation. I cannot imagine that the township intended this deposit to be an additional tax on the property because their policy makes it impossible to return it to anyone.

We therefor request that the Council review this policy and direct the payment of the $1,500.00 grading deposit be made to us as the builder did not complete the necessary work or even pay for the certification, to allow for approval of the grading. It is our position that no reasonable person would intend for Mr. Goggins to receive this money when he would not even pay for the cost of the Certificate to enable him to collect it.

We trust that this information will assist you in making your decision. If you require anything further, please do not hesitate to contact us.

Respectfully yours,

Bill & Leslie Ellins
3476 Carlyon Line
Severn, ON  L3V 0W8
705 325-2592
Ms. Kim Lewis
2460 Carlyon Line
Severn, Ontario
L3V 0W8

Tel: 705-329-4956

July 18, 2017

Mayor and Council
Township of Severn
1024 Hurlwood Lane
P.O. Box 159
Orillia, Ontario
L3V 6J3

Attention: Sharon Goerke, Clerk

Dear Ms. Goerke:

Re: Garden Suite – 2460 Carlyon Line, Severn

As you may recall, we received Council's approval for a re-zoning of the above property to allow for a garden suite back on March 1, 2017.

We are now in the process of obtaining a building permit. The most recent surprise to us is that a development charge is required in order for a permit to be issued. This is the first we have heard about this and, in fact, I seem to recall it was suggested that there wouldn't be one at all as this is a temporary portable garden suite (a single-wide modular home).

The only systems my parents will require are a septic and heating (propane tank) system. All other conveniences, i.e. water, hydro, telephone, will tie in with the existing house. A driveway to the garden suite will branch off of the existing driveway.

For as long as my parents are here, I will be close by to care for them when and if they require assistance which, in turn, will alleviate the County and municipal health care costs. We can’t see much difference between my parents living in the existing house with us or having a separate unit on blocks. There is no permanent foundation or a basement. The garden suite will be placed on a gravel pad and then anchored down. All of this is to be removed in accordance with the Planning Act and has been enforced by an agreement which is supported by a non-interest bearing deposit of $15,000.00.

There is a difference of opinion in various areas over exactly what a fair amount for the development charge is for garden suites, if any. In some cities and municipalities in Ontario these temporary garden suites are exempt from any charge. Others require it up front but when the garden suite is removed, it is refunded to the owner.
We would like clarification of the Township's requirement bearing in mind this is a very different situation compared to that of a permanent new construction that would be providing benefits to the occupants for decades to come.

We understand this may need to go before Council. The mobile home my parents have ordered and put a substantial downpayment on is being delivered in October. We would appreciate it if a decision could be made prior to that in order that a building permit can be issued.

Thank you for your attention to this matter.

Yours truly,

Kim Lewis

Kim Lewis
Hello Sharon Goerke
I was told to contact you regarding the following.

1. We have drawn up a petition to prevent the installation of sidewalks on our property.
2. According to our official plan, 4 ft sidewalks will be placed on our front lawn. This will reduce the parking on our driveways.
3. We are proposing that a proportion of the costs savings be put into landscaping in our waterfront park.
4. Installing 2 removable Speed Bumps from May to October on the blind curbside turns to slow down traffic.
5. Removing the speed bumps in time for the winter snow plowing.
6. We are concerned with emergency access for Fire and Ambulance Services.
7. Wood Avenue Severn On is already blocked at times as people park on both sides of the street. The street itself is very narrow.
8. Installing sidewalks will also affect the infrastructure under ground services: Water, sewer, bell, hydro, Rogers, Enbridge gas, and one lot that has a sprinkler system.
9. Is it possible to move the mailbox to the township Park area that will greatly improve the traffic in the cul du sac.

Please inform me of your next meeting. If there are any specific forms to fill out, please send them along.

Frances Marshall
Pres. CCHA
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
Dear Clerk:

I am writing you on behalf of the Honourable Bill Mauro, Minister of Municipal Affairs, regarding recent changes to the Municipal Elections Act, 1996 under Bill 68 (Modernizing Ontario’s Municipal Legislation Act, 2017).

We heard from a number of municipalities that the requirement to collect 25 signatures endorsing a candidate’s nomination, which comes into force on April 1, 2018, may present a challenge to candidates in certain municipalities.

At Standing Committee on Social Policy, the government brought forward an amendment to the Municipal Elections Act, 1996 to provide an exemption to this requirement for candidates in municipalities with fewer than the prescribed number of electors. As a part of that process, we committed to consulting with municipalities to understand any challenges that they anticipate candidates within their municipality may face in meeting this requirement.

To help municipalities attract suitable candidates for their elections, we are looking for your council’s feedback regarding the following two questions:

1. Would potential candidates in your municipality have any challenges in fulfilling the requirement to have their nomination endorsed by 25 electors?
2. The Minister of Municipal Affairs now has the authority to provide an exemption from the requirement for municipal council candidates to have their nomination endorsed by 25 electors in a municipality with less than the prescribed number of electors. What number of electors in a municipality is the appropriate threshold for the exemption to apply?

We look forward to hearing back from you by September 15, 2017. Please accept my best wishes.

Sincerely,

Lou Rinaldi
Parliamentary Assistant to the Minister of Municipal Affairs
MINUTES OF A MEETING OF THE CULTURE & RECREATION ADVISORY COMMITTEE HELD AT ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, TUESDAY, JUNE 13, 2017 AT 7:00 P.M.

PRESENT: Chair

Vicki Ball

Members

Barb Clare-Powell
Bill Harvey
Steve Zeidler

STAF

Manager of Recreation & Facilities
Patricia J. Harwood

Secretary
Alyssa Salmon

ABSENT: Members

Judith Cox
Kerri Deir
Grace Smith

CALL TO ORDER

Vicki Ball, Chair, called the meeting to order 7:05 pm.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

• "NIL"

PRESENTATIONS / DELEGATIONS

• "NIL"

REPORTS FROM OFFICIALS (for information)

Culture & Recreation Advisory Committee Minutes – April 11, 2017

Canada 150 Planning Meeting Minutes, Washago – April 24, 2017

Canada 150 Planning Meeting Minutes, Washago – May 16, 2017

Culture & Recreation Report No. R17-040 re Activity Report from Manager of Recreation & Facilities

Culture & Recreation Report No. R17-036 re Recycling of Fishing Line at Township Docks and Launches from Manager of Recreation & Facilities
MOTION CRAC06132017-01: Moved by Member Zeidler and seconded by Member
Clare-Powell that the following reports from officials be
received as information;

a) Culture & Recreation Advisory Committee
Minutes – April 11, 2017
b) Canada 150 Planning Meeting Minutes,
Washago – April 24, 2017
c) Canada 150 Planning Meeting Minutes,
Washago – May 16, 2017
d) Culture & Recreation Report No. R17-040 re
Activity Report from Manager of Recreation &
Facilities
e) Culture & Recreation Report No R17-036 re
Recycling of Fishing Line at Township Docks
and Launches from Manager of Recreation &
Facilities

CARRIED

REPORTS FROM OFFICIALS (for direction)

Culture & Recreation Report No. R17-035 re Simcoe County District School Board
Community Use Agreement

MOTION CRAC06132017-02: Moved by Member Zeidler and seconded by Member
Clare-Powell that Culture & Recreation Report No.
R17-035 re Simcoe County District School Board
Community Use Agreement be received;

AND FURTHER THAT the following Youth fees for all
school boards be implemented for the 2017-2018 ice
season per 50 minute hour:
Non-Prime Time: $47.39 plus HST
Prime Time: $77.85 plus HST
Tournaments: $79.89 plus HST

AND FURTHER THAT the following Youth fees for all
school boards be implemented for the 2018 ball
season:
$5.41 plus HST per hour
$8.00 plus HST per lining

AND FURTHER THAT these fee changes be sent to
the Simcoe County District School Board and Simcoe
County Catholic School Board for their information
and use;

- 2 -
AND FURTHER THAT the Township will continue to honour the School Board Policy on cancellations;

AND FURTHER THAT any booking not cancelled will be charged the full applicable current school rate for the rental;

AND FURTHER THAT any requests to deviate from the above must be in writing to the Recreation & Culture Advisory Committee 60 days in advance for a decision.

CARRIED

Culture & Recreation Report No. R17-039 re 27 Gill Street Trail Linkage Proposal

MOTION CRAC06132017-04: Moved by Member Clare-Powell and seconded by Member Harvey that Culture & Recreation Report No. R17-039 re 27 Gill Street Trail Linkage Proposal be received;

AND FURTHER THAT the Township accept Block 95 as shown on the attached Greenwood Acres Subdivision Plan for 27 Gill Street as trail linkage to the Coldwater Fairgrounds;

AND FURTHER THAT the proposal for Cash-in-Lieu of parkland be accepted should approval of the subdivision be granted.

CARRIED

CORRESPONDENCE (for information)

Challenger Sports Soccer Camp Registration Form

Celebrations on the Great Trail – Grant Applications Guidelines

Township of Severn Recreation Brochure Summer 2017

County of Simcoe Planning Department re Notice of Funding Commitment: Trails

Connecting Communities Program 2017, Uhthoff Trail Upgrades

MOTION CRAC06132017-02: Moved by Member Harvey and seconded by Member Zeidler that the following correspondence be received as information:

- 3 -
April 11, 2017

a) Challenger Sports Soccer Camp Registration Form
b) Celebrations on the Great Trail – Grant Applications Guidelines
c) Township of Severn Recreation Brochure Summer 2017
d) County of Simcoe Planning Department re Notice of Funding Commitment; Trails Connecting Communities Program 2017, Uthoff Trail Upgrades

CARRIED

CORRESPONDENCE (for direction)

- "NIL"

ADJOURNMENT – 7:31 p.m.

Motion to adjourn.

MOTION CRAC06132017-05: Moved by Member Zeidler and seconded by Member Clare-Powell that this meeting be and is hereby now adjourned.

CARRIED

__________________________    __________________________
Vicki Ball                      Alyssa Salmon
Chair                          Secretary
MINUTES OF A MEETING OF THE COLDWATER BUSINESS IMPROVEMENT AREA HELD AT THE COLDWATER AND DISTRICT COMMUNITY CENTER, 1 MICHAEL ANNE DRIVE, COLDWATER, MONDAY, JUNE 19th, 2017 AT 6 P.M.

PRESENT: 
Chair 
Frank Brazda
Members
Heather Mallard
Jane Dunlop
Pam Martin
Lynn Stitchman

CALL TO ORDER

Chair Frank Brazda called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

- Nil

Agenda:

Suzy Burtenshaw of the Simcoe County Steampunk Society made a presentation regarding the upcoming Steampunk Festival being held August 10th to 12th.

Phill Holder made a presentation regarding his newspaper, The Talk of the Town

Angela Gibson made a presentation on behalf of the Coldwater Lions Club to discuss upcoming Canoe and Kayak Challenge happening Sunday, June 15th 2017

APPROVAL OF MINUTES:

Minutes from the last meeting approved.

NEW BUSINESS:

**MOTION 06-19-17-001** Moved by Jane Dunlop and seconded by Lynn Stitchman that the BIA approve payment for Canada Day events from promotions and special events G131-103-3156

1. Coldwater Home Hardware $45.17 for popcorn bags
2. Adrien Robitaille $500.00 for entertainment (four piece band)
3. Moonwalk Bouncers $649.75 for bouncy castle/fire truck
   - CARRIED

**MOTION 06-19-17-002** Moved by Heather Mallard and seconded by Pam Martin that the BIA pay from Beautification G 131-103-3810:

1. Coldwater Home Hardware Invoice $6.77 and $4.96 for total $11.73
2. Severn Timber Mart $40.43 for stain supplies
3. Jane Dunlop $42.38 for Canada flags
   - CARRIED

**MOTION 06-19-17-003** Moved by Heather Mallard and seconded by Pam Martin that the BIA approve payment to Ego’s Nursery from Canada 150 account G131-103-2006. Not to exceed $750.00 for commemorative Maple tree.
   - CARRIED

**MOTION 06-19-17-004** Moved by Heather Mallard and seconded by Pam Martin that the BIA pay the following bills from Canada 150 account #131-103-2006:

1. Wild Life Academy $907.00 for Escape the box challenge
2. Royal Canadian Legion $3,457.25 tent rental reimbursement
3. Severn Timber Mart $28.14 dinner posters
   - CARRIED

**MOTION 06-19-17-005** Moved by Pam Martin and seconded by Lynn Stitchman that the BIA approve payment for the Steampunk entertainment from G131-103-4990. Cheques are to be dated for August 12, 2017 and made available to Suzy Burtenshaw prior to Steampunk event August 12, 2017.

Joy Brigade Band $1000.00

D.O.W. Circus Variey Act/Fire Shows $1200.00
Fat Kraken Professional Face Painting $200.00
Mental Floss Sideshow $800.00
James Harrison Pickpocket Magician $300.00
Kyle Fisher Juggling, Stilts, Balloons $330.00
**CHEQUES ARE TO BE PAYABLE TO EACH INDIVIDUAL COMPANY/INVOICE AND**
MAILED TO: Simcoe County Steampunk Society, 2 Mill Street, Box 87 Coldwater, On. L0K 1E0

- CARRIED

Motion 06-19-17-006 Moved by Lynn Stitchman that seconded by Jane Dunlop that the BIA pay from G131-103-4990, Invoice #3030 directly to Effigy Design for signage.

$262.16

- CARRIED

Motion 06-19-17-007 Moved by Jane Dunlop and seconded by Pam Martin that the BIA approve payment for prizes for the Canada 150 Committee in Coldwater Coins payable to Lynn Stitchman for $150.00

-CARRIED

Motion 06-19-17-008 Moved by Heather Mallard and seconded by Pam Martin that the meeting be adjourned

Next Meeting will be Monday, July 17th, 2017 at 6 p.m.
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
MINUTES OF A MEETING OF THE COLDWATER BUSINESS IMPROVEMENT AREA HELD AT THE COLDWATER AND DISTRICT COMMUNITY CENTER, 1 MICHAEL ANNE DRIVE, COLDWATER, MONDAY, JULY 17TH, 2017 AT 6 P.M.

PRESENT: Chair Frank Brazda
Members Heather Mallard
Jane Dunlop
Pam Martin

CALL TO ORDER

Chair Frank Brazda called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

- Nil

No changes to the Agenda

APPROVAL OF MINUTES:

Minutes from the last meeting approved.

NEW BUSINESS:

**MOTION 07-17-17-001** Moved by Jane Dunlop and seconded by Heather Mallard that the BIA pay the following invoices from Canada Day 150 Account #131-103-2006

- Royal Canadian Legion Branch 270 Coldwater $3,541.41
  - For Final payments for Tent rental and TAG Security
  - CARRIED

**MOTION 07-17-17-002** Moved by Heather Mallard and seconded by Jane Dunlop that the BIA pay the following from the Canada Day 150 Account #131-103-2006

- Norm Marion $81.00 for the temporary Building Permit Fee,

*Temporary Tent Building Permit fee, waived under Council Motion CSC052417 dated May 24, 2017.

- CARRIED
MOTION 07-17-17-003 Moved by Pam Martin and seconded by Jane Dunlop that the BIA pay the following invoices from Canada Day 150 Account #131-103-2006

Coldwater Mill Heritage Foundation $300

Partial Funding of Music at the Mill for Canada Day

- CARRIED

MOTION 07-17-17-004 Moved by Pam Martin and seconded by Jane Dunlop that the BIA accept the Cash Sales for Canada Day meal tickets for account #G-131-051-0414

Total Cash Deposits $2,852.75

- CARRIED

MOTION 07-17-17-005 Moved by Jane Dunlop and seconded by Pam Martin that the BIA pay the following invoices from Canada Day 150 Account #131-103-2006

Root Cellar Signs $325.00 for road signs advertising the Dinner

- CARRIED

Motion 07-17-17-006 Moved by Jane Dunlop and seconded by Heather Mallard that the BIA accept unused cheque to Lynn Stitchman to be returned to account G-131-103-2006 as it was not used  for $150.00

- CARRIED

Motion 07-17-17-007 Moved by Heather Mallard and seconded by Pam Martin that the BIA pay Jane Dunlop $46.61 for napkins, forks and plates from Promotions G-131-103-3156

-CARRIED

Motion 07-17-17-008 Moved by Pam Martin and seconded by Jane Dunlop that the BIA pay the following invoices from Advertising Account G-131-103-3230

Fresh Radio 93.1 $339.00

Big 101.1 $339.00

-CARRIED
Motion 07-17-17-009 Moved by Jane Dunlop and seconded by Pam Martin the
BIA pay from G-131-103-4990

1. Jocelyn Guidon $300.00 for Steampunk performance ** cheque to be dated August
12, 2017** (replaces Kyle Fisher-cancelled due to illness)

2. Suzy Burtenshaw $135.18 for Childrens craft supplies

-CARRIED

Motion 07-17-17-010 Moved by Pam Martin and seconded by Heather Mallard that the
BIA Authorize Jane Dunlop to purchase an appreciation gift card for $100.00 for Kathy at Em's
Cafe for her efforts towards the Canada Day 150 celebrations from Account G-131-103-2006

-CARRIED

Motion 07-17-17-011 Moved by Pam Martin and seconded by Heather Mallard that the
BIA accept returned cheque from Steampunk to Kyle Fisher

-CARRIED

Motion 07-17-17-012 Moved by Jane Dunlop and seconded by Pam Martin that the BIA
pay from Canada Day 150 Account G-131-103-2006

Hardwood BBQ and Catering $3644.35 for the remaining balance of the Dinner

-CARRIED

Motion 07-17-17-013 Moved by Heather Mallard and seconded by Jane Dunlop the the
meeting be adjourned. Next meeting to be scheduled for Monday August 21, 2017.

-CARRIED
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2017-57

BEING A BY-LAW TO AMEND BY-LAW NO. 2016-54 (Subdivision / Condominium Agreement – 1959 Peninsula Point Road)

WHEREAS the Council of the Corporation of the Township of Severn enacted By-law No. 2016-54 on the 6th day of October, 2016 authorizing the execution of a Subdivision / Condominium Agreement with the Severn River Development Corporation;

AND WHEREAS it is deemed expedient to amend Schedule “A”, being the Subdivision / Condominium Agreement;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That Schedule “A” to By-law No. 2016-54 be amended by deleting Section 17 – Garbage Collection – Private Services in its entirety and inserting the following Section 8.1 (e) in lieu thereof:

   8.1 (e) Garbage Collection

   (1) The County of Simcoe is not obligated to provide curbside waste collection services to residential dwelling units fronting private condominium roads. The County of Simcoe has reviewed the design of the subdivision / condominium development and has determined the development does not meet the requirements of the County of Simcoe’s Multi-Residential & Private Road Collection Policy and Waste Collection Design Standards. On this basis, the County of Simcoe will not be able to provide waste collection services to any of the residential units within this development. It will therefore be the responsibility of the property owner or Common Elements Condominium Corporation to arrange for waste collection services for the residential dwelling lots accessed by the private condominium Corporation to arrange for waste collection services for the residential dwelling lots accessed by the private condominium Corporation to arrange for waste collection services for the residential dwelling lots accessed by the private condominium Corporation.

   2. That this By-law shall come into force and effect upon the date of passing thereof.

By-law read a first and second time this 9th day of August, 2017.

By-law read a third time and finally passed this 9th day of August, 2017.

CORPORATION OF THE TOWNSHIP OF SEVERN

________________________________________
MAYOR

________________________________________
CLERK
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2017-58

BEING A BY-LAW TO AMEND BY-LAW NO. 2006-67, AS AMENDED (Impose Charges to Obtain Revenue to Pay the Capital Charges for the Works Relating to the Westshore Water & Sewer System)

WHEREAS the Council of the Corporation of the Township of Severn enacted By-law No. 2006-67, as amended, to impose charges to obtain revenue to pay the capital charges for the works relating to the Westshore Water & Sewer By-law;

AND WHEREAS it is deemed expedient to further amend By-law No. 2006-67;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That By-law No. 2006-67 be and it is hereby further amended by including the list of properties attached hereto as Schedule "A" and forming part of this By-law to Schedule "B" of the By-law in lieu thereof.

2. That this By-law shall come into force and effect on the date of passing thereof.

By-law read a first and second time this 9th day of August, 2017.

By-law read a third time and finally passed this 9th day of August, 2017.

CORPORATION OF THE TOWNSHIP OF SEVERN

MAYOR

CLERK
<table>
<thead>
<tr>
<th>Property Assessment Number</th>
<th>Property Address</th>
<th>Chargeable Frontage (m)</th>
<th>Chargeable Cont.</th>
<th>Common Cost</th>
<th>Frontage Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-18400</td>
<td>3352 Shadow Creek Road</td>
<td>(121.28)</td>
<td>0</td>
<td>$0</td>
<td>($33,020.53)</td>
<td>($33,020.53)</td>
</tr>
<tr>
<td>007-19549</td>
<td>3418 Timberline Avenue</td>
<td>(157.16)</td>
<td>0</td>
<td>$0</td>
<td>($42,789.47)</td>
<td>($42,789.47)</td>
</tr>
<tr>
<td>007-18402</td>
<td>2627 Grand Tamarack Cres.</td>
<td>6.368</td>
<td>0</td>
<td>$0</td>
<td>$1,733.80</td>
<td>$1,733.80</td>
</tr>
<tr>
<td>007-18404</td>
<td>3568 Shadow Creek Road</td>
<td>25.654</td>
<td>0</td>
<td>$0</td>
<td>$6,964.74</td>
<td>$6,964.74</td>
</tr>
<tr>
<td>007-18405</td>
<td>3582 Shadow Creek Road</td>
<td>33.353</td>
<td>0</td>
<td>$0</td>
<td>$9,983.91</td>
<td>$9,983.91</td>
</tr>
<tr>
<td>007-18406</td>
<td>3488 Timberline Avenue</td>
<td>29.069</td>
<td>0</td>
<td>$0</td>
<td>$7,914.52</td>
<td>$7,914.52</td>
</tr>
<tr>
<td>007-18407</td>
<td>3480 Timberline Avenue</td>
<td>29.531</td>
<td>0</td>
<td>$0</td>
<td>$8,040.30</td>
<td>$8,040.30</td>
</tr>
<tr>
<td>007-18408</td>
<td>2638 Grand Tamarack Cres.</td>
<td>17.305</td>
<td>0</td>
<td>$0</td>
<td>$4,711.58</td>
<td>$4,711.58</td>
</tr>
<tr>
<td>007-18409</td>
<td>3434 Timberline Avenue</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18410</td>
<td>3432 Timberline Avenue</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18411</td>
<td>3430 Timberline Avenue</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18412</td>
<td>3428 Timberline Avenue</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18413</td>
<td>2610 Grand Tamarack Cres.</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18420</td>
<td>2612 Grand Tamarack Cres.</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18421</td>
<td>2614 Grand Tamarack Cres.</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18422</td>
<td>2616 Grand Tamarack Cres.</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-18423</td>
<td>2618 Grand Tamarack Cres.</td>
<td>15.240</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
<tr>
<td>007-44900</td>
<td>3365 Azcona Ave.</td>
<td>(30.48)</td>
<td>(1)</td>
<td>($5,168.92)</td>
<td>($5,298.69)</td>
<td>($14,457.61)</td>
</tr>
<tr>
<td>007-44900</td>
<td>3367 Azcona Ave.</td>
<td>15.24</td>
<td>1</td>
<td>$6,168.92</td>
<td>$4,149.34</td>
<td>$10,318.26</td>
</tr>
<tr>
<td>007-44902</td>
<td>3365 Azcona Ave.</td>
<td>15.24</td>
<td>0</td>
<td>$0</td>
<td>$4,149.35</td>
<td>$4,149.35</td>
</tr>
</tbody>
</table>
WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 255.(3), provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 255.(2), provides that records may be destroyed if a retention period for the record has been established and the retention period has expired or the record is a copy of the original record;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. **Definitions**

   - "Archival" shall mean a record that is eligible for archival storage at the County Archives.
   - "Auditor" shall mean a person or firm appointed by the Council of the Township of Severn to provide the annual audit for the municipality.
   - "Department" shall mean the number of years a record is stored within the Active Records Management System.
   - "P" shall represent a Permanent Retention Period for a file that is never to be destroyed but may be transferred to the County Archives for preservation.
   - "Record" shall mean any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
     - correspondence, a memorandum, an e-mail, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a video tape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
     - any record capable of being produced from a machine readable record under control of the institution by means of computer hardware or software or any other information storage equipment normally used by the institution.
"Storage" shall mean the number of years a record is stored within the Inactive Storage Records Management System.

"Total Retention" shall mean the maximum number of years a record is required to be stored within the Municipality before destruction, if applicable.

"Vital" shall mean a record that is vital to the continued operations of the municipality or has archival importance.

2. Retention Schedule

(a) That the Retention Schedule attached hereto as Schedule "A" and forming part of this By-law be and it is hereby established for disposition of the records of the Township of Severn.

(b) That all records on the Retention Schedule attached hereto as Schedule "A" and forming part of this By-law shall be preserved for the number of years indicated under the column entitled "Total Ret." and may then be destroyed.

(c) That all records with a designation of "Permanent" shall be retained permanently and may be transferred to the County Archives for preservation.

3. Employee Responsibilities

That all Township employees who create, work with or manage records shall:

(a) Comply with the retention periods as specified in Schedule "A" attached hereto; and

(b) Ensure that records in their custody or control are protected from inadvertent destruction or damage.

(c) Ensure that records in their custody are transferred to the Clerk's Department for inclusion in the Records Management System.

4. Destruction of Records

(a) The Records Management Co-ordinator shall notify the appropriate Township Department Head or employee, in writing, of the scheduled destruction of records, including a list of the records eligible for destruction and the scheduled dates.

(b) The Township Department Head shall notify, in writing, the Records Management Co-ordinator prior to the scheduled response date whether any of the records included in the destruction notice need to be retained past the scheduled destruction date and the reason why such further retention is necessary.

(c) Where appropriate and taking into account the principles governing the destruction of records, the Records Management Co-ordinator shall reschedule the destruction of any records listed in the noticed referred to in Subsection (b) of this Section as requested by the Department Head or employee.

(d) If no notice is received prior to the scheduled response date under Subsection (b) of this Section, the records shall be deemed to be authorized for destruction by the applicable Department Head or employee.
(e) When records have been destroyed pursuant to this By-law, the Records Management Co-ordinator shall retain written confirmation of such destruction.

5. **Repeal**

That By-law No. 2016-42 be and it is hereby repealed.

By-law read a first and second time this 9th day of August, 2017.

By-law read a third time and finally passed this 9th day of August, 2017.

CORPORATION OF THE TOWNSHIP OF SEVERN

______________________________
MAYOR

______________________________
CLERK
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC ONLY</th>
<th>SCANNED DOCUMENTS</th>
<th>NOTES</th>
<th>RETENTION</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00</td>
<td>Administration - General</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A01</td>
<td>Associations &amp; Organizations</td>
<td>Excludes Membership Fees - see (F01)</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes correspondence, minutes, agendas, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A02</td>
<td>Staff Committees &amp; Meetings</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes meetings regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports and working notes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A03</td>
<td>Computer/Information Systems</td>
<td>Excludes quotations - see (F18)</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records and software inspection notes. Also includes records on system installations / conversions and produce evaluations. May also include requests for significant modifications, fixes and upgrades.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A04</td>
<td>Conferences &amp; Seminars</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes invitations, approvals, agendas, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the municipality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A05</td>
<td>Consultants</td>
<td>2</td>
<td>2</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>A06</td>
<td>Inventory Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes inventory statements and reports and all other records regarding the control of supplies, fuel and small equipment stock levels.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excludes Assets - see (P06)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A07</td>
<td>Office Equipment &amp; Furniture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the design and maintenance of owned and leased office equipment and furniture, includes copiers, computers, mail machine, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A09</td>
<td>Policies &amp; Procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes policy and procedure manuals, guidelines and directives.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Policy Manuals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resolutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A10</td>
<td>Records Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies and records centre operations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excludes Records Disposition - see (A11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A11</td>
<td>Records Disposition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12</td>
<td>Telecommunication Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A13</td>
<td>Travel &amp; Accommodation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A14</td>
<td>Uniforms &amp; Clothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters' clothing and safety clothing used by utilities operators.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>A15</td>
<td>Vendors &amp; Suppliers</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding vendors and suppliers of goods and services, such as catalogues, price lists, correspondence and bidders information sheets.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A16</td>
<td>Intergovernmental Relations</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes correspondence and other records regarding the relationship between the municipality and all other levels of government. May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Also includes Inner-Office Memos - General.</td>
<td></td>
<td>Includes Reapportionments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A17</td>
<td>Accessibility of Records (Freedom of Information)</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information &amp; Protection of Privacy Act and records regarding the handling of requests under the Act.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A18</td>
<td>Security</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as security passes and control of keys.</td>
<td></td>
<td>Confidential - Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A19</td>
<td>Facilities Construction &amp; Renovations</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records for the planning &amp; construction of municipal facilities such as fire stations and office buildings. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings.</td>
<td></td>
<td>Include map, civic address &amp; roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A20</td>
<td>Building &amp; Property Maintenance</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes regards regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.</td>
<td></td>
<td>Include map, civic address &amp; roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>A21</td>
<td>Facilities Bookings</td>
<td></td>
<td></td>
<td></td>
<td>2 4 6 N N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes copies of permits and bookings issued for the rental</td>
<td></td>
<td></td>
<td>Excludes Community Centre Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>of recreational and administrative facilities for specific</td>
<td></td>
<td></td>
<td>Agreements - see (14)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 4
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC ONLY</th>
<th>SCANNED DOCUMENTS</th>
<th>NOTES</th>
<th>RETENTION</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00</td>
<td>Council, Boards &amp; By-laws - General</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding Council, Boards and By-laws which cannot be classified elsewhere. Use only if no other heading is available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C01</td>
<td>By-laws</td>
<td></td>
<td>By-laws</td>
<td>P</td>
<td>P</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Includes final version of the municipality’s By-laws and amendments and attachments that are legally part of the By-laws.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The original “active” By-law will contain a consolidated version of any amendments to the original By-law</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include civic address &amp; roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C02</td>
<td>By-laws - Other Municipalities</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes final and draft versions of By-laws of other municipalities which are of interest.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C03</td>
<td>Council Agenda</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes agendas of Council Meetings and attachments.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C04</td>
<td>Council Minutes</td>
<td></td>
<td>Agenda Packages</td>
<td>5</td>
<td>P</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Includes minutes of the proceedings of Council Meetings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C05</td>
<td>Council Committee Minutes</td>
<td></td>
<td>Agenda Packages</td>
<td>5</td>
<td>P</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Includes minutes, agendas and resolutions of the Committees of Council. Includes all Committees &amp; Boards appointed by Council.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C06</td>
<td>Elections</td>
<td></td>
<td>Nomination Papers</td>
<td>4</td>
<td>-</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes advertising, returned notices, lists of officials, voters’ lists, nominations, election results and information on ward boundaries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ballots</td>
<td></td>
<td>Financial Statements</td>
<td>120 days</td>
<td>-</td>
<td>120 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Election Material</td>
<td></td>
<td></td>
<td>4</td>
<td>-</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Statements - Candidates</td>
<td></td>
<td></td>
<td>4</td>
<td>-</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>C07</td>
<td>Goals &amp; Objectives</td>
<td></td>
<td>Strategic Plan</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes records concerning strategic planning, goals and objectives and mission statements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>See Section 88 of Municipal Elections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Act re campaign expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dept.</td>
<td>Storage</td>
<td>Total Ret.</td>
</tr>
<tr>
<td>C09</td>
<td>Motions &amp; Resolutions</td>
<td>5</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes final signed versions of motions and resolutions of Council.</td>
<td>Resolutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C11</td>
<td>Reports to Council</td>
<td>1</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes original reports to Council.</td>
<td>Reports</td>
<td>Yellow copies to subject files</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C12</td>
<td>Appointments to Boards/Committees</td>
<td>1</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all appointments by Council to Boards or Committees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C13</td>
<td>Accountability, Transparency &amp; Governance</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointment and reports (including Integrity Commissioner Reports, Ombudsman investigations and reports), closed meeting investigations and initiatives, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC</td>
<td>SCANNED</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>------------</td>
<td>---------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>D00</td>
<td>Development &amp; Planning - General</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D01</td>
<td>Demographic Studies</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 workforce, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D02</td>
<td>Economic Development</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records regarding growth of the economy. Includes studies, statistics, projections, building permit statistics, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D03</td>
<td>Environmental Planning</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning and waste management planning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D04</td>
<td>Residential Development</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D05</td>
<td>Natural Resources</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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. Also include records regarding greenlands, municipal forests and forestry including Tree By-law preparation and enforcement records. Includes aggregate reports for Township Pits only.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D06</td>
<td>Tourism Development</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>D07</td>
<td>Condominium Plans</td>
<td></td>
<td></td>
<td>Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes, background information and applications.</td>
<td>Studies / Reports</td>
<td>Include map, civic address, roll no.</td>
<td>S 5 - P N Y</td>
</tr>
<tr>
<td>D08</td>
<td>Official Plans</td>
<td></td>
<td></td>
<td>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.</td>
<td>Official Plan Mapping</td>
<td>Excludes Amendment Applications - see (D09)</td>
<td>S 5 - P N Y</td>
</tr>
<tr>
<td>D09</td>
<td>Official Plan Amendment Applications</td>
<td></td>
<td></td>
<td>Includes applications to amend the Official Plan or Secondary Plan, background reports, staff reports, notices, resolutions and decisions.</td>
<td>Applications</td>
<td>Include map, civic address, roll no.</td>
<td>1 4 5 N N</td>
</tr>
<tr>
<td>D10</td>
<td>Severances</td>
<td></td>
<td></td>
<td>Includes records regarding the granting of severances to parcels of land. Notice of Appeal, Map, Decision &amp; Consent Certificates - Permanent Notice Right to Appeal Notice of No Appeal Consent Certificate Mapping Decision</td>
<td>Notice Right to Appeal Notice of No Appeal Consent Certificate Mapping Decision</td>
<td>Include map, civic address, roll no.</td>
<td>2 4 6 N N</td>
</tr>
<tr>
<td>D11</td>
<td>Site Plan Control</td>
<td></td>
<td></td>
<td>Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.</td>
<td>Reports/Studies Applications</td>
<td>Include map, civic address, roll no.</td>
<td>5 - P N Y</td>
</tr>
<tr>
<td>D12</td>
<td>Subdivision Development - Residential/Commercial/Industrial</td>
<td></td>
<td></td>
<td>Includes records regarding the approval of plans of subdivision (residential, commercial or industrial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and &quot;red line&quot; revisions, applications, registered plans and changes to approved plans.</td>
<td>Studies / Reports</td>
<td>Include map, civic address, roll no.</td>
<td>5 - P N Y</td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>D13</td>
<td>Variances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the granting of variances in land use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from existing zoning regulations.</td>
<td>Notice of No Appeal</td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surveys or Registered Plans - Permanent</td>
<td>Consent Certificate</td>
<td>Mapping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D14</td>
<td>Zoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records and standards regarding the designation of</td>
<td></td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>zones for land use planning purposes. includes zoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>applications.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surveys or Registered Plans - Permanent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D15</td>
<td>Easements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all records on Right-of-Ways and Easements concerning</td>
<td></td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>municipal ownership of private lands in order to maintain</td>
<td>Registered Easements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>public service such as water and sewer lines that cross</td>
<td>Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>private property.</td>
<td>Mapping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D16</td>
<td>Encroachments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all records regarding private properties encroaching</td>
<td></td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>on municipal lands. Also includes surveys and any other</td>
<td>Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>related documentation.</td>
<td>Mapping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D17</td>
<td>Annexation / Amalgamation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all records regarding the annexing and amalgamating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>of land adjacent to municipal lands to accommodate growth.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May include studies on County Restructuring.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D18</td>
<td>Community Improvement Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records, studies, statistics and any required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>background information on community development programs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examples including Ontario Neighbourhood Improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May also include records on housing rehabilitation programs, ie. RRAP, CMHC.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D19</td>
<td>Subdivision Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes design drawings for services</td>
<td>Subdivision Plans</td>
<td>Original Maps in Map Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D20</td>
<td>Reference Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes Registered Deposit Plans, (RD) Plans and property</td>
<td>Registered Plans</td>
<td>Enter on computer list for each file</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>survey plans as received from the Registry Office.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>D21</td>
<td>Municipal Addressing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding requests for and assign</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ment of new subdivision and other street names</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and numbers. May include correspondence, reports,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>drawings and copies of related By-laws,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Map Books</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>D22</td>
<td>Deeming Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding applications and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>background material for Deeming By-law</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>applications, including Council decisions,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>correspondence, etc. A Deeming By-law application is applied for in order to allow two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.</td>
<td>2</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>D23</td>
<td>Development Charges Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records related to the development of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and the final Development Charges Study as</td>
<td>Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>required under the Development Charges Act.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes advertising, public meeting notices,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>responses, stakeholder lists, public meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>information, background information and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>supporting documentation, consultant reports,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>notices regarding adoption of the Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charges By-law, and other records related to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements for the development of the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development Charges By-law.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D24</td>
<td>Part Lot Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding applications and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>background material for Part Lot Control</td>
<td>(See By-law)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>exemptions, Council decisions, correspondence,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>etc. A Part Lot Control Application is applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for to allow the conveyance of a portion of a</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>lot without requiring approval of a Land</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Division Committee (typically used to separately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>convey semi-detached and townhouse units). Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>applicable to parcels of land contained within a</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>registered plan of subdivision.</td>
<td>1</td>
<td>P</td>
<td>P</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
## E - ENVIRONMENTAL SERVICES

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC</th>
<th>SCANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>E00</td>
<td>Environmental Services - General</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>E01</td>
<td>Sanitary Sewers</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>E02</td>
<td>Storm Sewers</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>E03</td>
<td>Treatment Plants</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>E04</td>
<td>Trees</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>E05</td>
<td>Environmental Monitoring</td>
<td>2</td>
<td>38</td>
</tr>
<tr>
<td>E06</td>
<td>Utilities</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>E07</td>
<td>Waste Management</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

**NOTES**

- Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.
- Includes records regarding the design, construction and maintenance of sanitary sewers.
- Includes records regarding the operation of treatment and pumping stations and lagoons.
- Includes records regarding tree removal, planting, trimming and pruning and preservation.
- Includes records regarding the routine monitoring of water quality, water quantity and air quality as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks, floods, weeds, noise, erosion, top soil, storm water, weed cutting inspections and directions to comply.
- Includes records regarding utility services provided to residents. Includes telephone lines, gas mains, power lines, pipelines and water meters.
- Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.
- Excludes Treatment Plans - see (E03)

**RETENTION**

- Dept.
- Storage
- Total Ret.

**VITAL**

- N

**ARCHIVAL**

- N
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC ONLY</th>
<th>SCANNED DOCUMENTS</th>
<th>NOTES</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>E08</td>
<td>Water Works</td>
<td></td>
<td></td>
<td>2</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the design, construction and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>maintenance of water mains, tanks, pipelines and related</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>facilities and equipment.</td>
<td></td>
<td>Engineer Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E09</td>
<td>Municipal Drains</td>
<td></td>
<td></td>
<td>2</td>
<td>-</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the design, construction and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>maintenance of rural drains. Also includes engineer reports,</td>
<td></td>
<td>Final Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>petitions, assessments, general specifications and</td>
<td></td>
<td>Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>correspondence: May include copies of tenders and grants.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E10</td>
<td>Nutrient Management</td>
<td></td>
<td></td>
<td>2</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the management of livestock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and/or crop planning and regulations pertaining to the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>operations. Control of sorting/spreading/using liquid manure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>on land, near waterways, runoff, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E11</td>
<td>Renewable Energy</td>
<td></td>
<td></td>
<td>2</td>
<td>48</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Includes all records and data, applications, standards,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>monitoring and reports/studies regarding renewable energy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>facilities powered and renewed by natural resources (eg.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>wind, water, biomass, biogas, biofuel, solar energy,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>geothermal energy, tidal forces and such other energy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>sources as may be prescribed by senior governments) and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>their environmental and public health impacts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E12</td>
<td>Municipal Consents</td>
<td></td>
<td>Municipal Consents</td>
<td>2</td>
<td>-</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Includes municipal consents for the installation of utility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>services including telephone lines, gas mains, power lines,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>pipelines and water meters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E13</td>
<td>Source Water / Wellhead Protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes Risk Management Official &amp; Inspector appointment</td>
<td></td>
<td>Annual Reports</td>
<td>P</td>
<td>-</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Certificates and the Risk Management Official's Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Report, fee schedules for risk management applications,</td>
<td></td>
<td>Risk Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>plans, issuing of notice or the acceptance of an assessment.</td>
<td></td>
<td>Plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Also includes modeling analysis, vulnerability assessments,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>source water protection areas and wellhead protection areas,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>assessment reports and comments, technical studies and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Significant Drinking Water Threat (SDWT) verification surveys.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>Water &amp; Sewer Maintenance &amp; Operation Manuals</td>
<td>5</td>
<td></td>
<td></td>
<td>P</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>includes maintenance and operation manuals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>regarding water and sewer facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excludes manuals for equipment. - see V02 &amp; V03.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Description</td>
<td>Electronic Only</td>
<td>Scanned Documents</td>
<td>Notes</td>
<td>Retention Dept.</td>
<td>Storage Total Ret.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>F00</td>
<td>Finance &amp; Accounting - General</td>
<td>1</td>
<td>-</td>
<td>Mortgage Change Back-up from Banks</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>F01</td>
<td>Accounts Payable</td>
<td>1</td>
<td>5</td>
<td></td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>F02</td>
<td>Accounts Receivable</td>
<td>1</td>
<td>5</td>
<td>Backup for Tax Payments</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>F03</td>
<td>Audits</td>
<td>3</td>
<td>7</td>
<td>Final Reports</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>F04</td>
<td>Banking</td>
<td>1</td>
<td>9</td>
<td></td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>F05</td>
<td>Budgets &amp; Estimates</td>
<td>1</td>
<td>5</td>
<td>Annual Budget</td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>F06</td>
<td>Assets</td>
<td>1</td>
<td>6</td>
<td></td>
<td>7</td>
<td>-</td>
</tr>
<tr>
<td>F07</td>
<td>Cheques</td>
<td>1</td>
<td>5</td>
<td></td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCAUNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>F08</td>
<td>Debentures &amp; Bonds</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F09</td>
<td>Employee &amp; Council Expenses</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the remuneration and expenses of Council, Committees and Employees. May also include travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate expense claims.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F10</td>
<td>Financial Statements</td>
<td>2</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the annual financial information, financial statements and performance measurement comparisons &amp; listings. May also include the balance sheet, income statement and statement of source and applications of funds as well as all working notes, calculations and background documentation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F11</td>
<td>Grants &amp; Loans</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F12</td>
<td>Investments</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the municipality's investments, term deposits and promissory notes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F13</td>
<td>Journal Entries</td>
<td>1</td>
<td>9</td>
<td>10</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes all records of general entry and all background documentation used to substantiate journal entries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F14</td>
<td>Billing Registers, Subledgers &amp; Arrears Listings</td>
<td>1</td>
<td>9</td>
<td>10</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes all subsidiary ledgers and registers such as billing registers, debenture registers, job cost ledgers and summary of time sheets by operation. Includes iSST Registers and Summaries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>F16</td>
<td>Payroll</td>
<td></td>
<td></td>
<td></td>
<td>1 5 6</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>includes all records of payments of salary, wages and deductions to employees. Includes OMERS yearly reports and Statistics Canada reports. Also includes honorarium and fees to Council, registers, year-to-date summaries and reconciliation working papers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F17</td>
<td>Purchase Orders &amp; Requisitions</td>
<td></td>
<td></td>
<td></td>
<td>1 6 7</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes purchase orders and requisitions, blanket orders, purchase order books, and all background documentation authorizing the procurement of goods and services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F18</td>
<td>Quotations &amp; Tenders</td>
<td></td>
<td></td>
<td></td>
<td>1 5 6</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes requests for proposals, invitations to tender, proposals, tender submissions, pre-qualifications and all documentation regarding the selection process.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F19</td>
<td>Receipts</td>
<td></td>
<td></td>
<td></td>
<td>1 5 6</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes receipts issued for payment of items as parking tickets, licenses, rentals, taxes, tax certificates and utility bills.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F20</td>
<td>Reserve Funds</td>
<td></td>
<td></td>
<td></td>
<td>1 5 6</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes records documenting obligatory and/or discretionary reserve funds such as reserved for working funds, reserves for contingencies, reserves for future capital projects, reserves for information systems, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21</td>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td>1 5 6</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes records regarding the generation of revenues other than assessment taxes and water receivables, such as fees from applications for severances, parking tickets, lot levies, development charges, police escort fees and auction sales.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F22</td>
<td>Tax Rolls &amp; Records</td>
<td></td>
<td></td>
<td></td>
<td>1 5 6</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, tax arrears and tax collector’s roll.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collector’s Roll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interim Collector’s Roll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 3
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC ONLY</th>
<th>SCANNED DOCUMENTS</th>
<th>NOTES</th>
<th>RETENTION DEPT.</th>
<th>STORAGE</th>
<th>TOTAL RET.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F23</td>
<td>Write-Offs</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes accounts receivables that have been written off as uncollectible.</td>
<td></td>
<td></td>
<td>Reports to Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Also includes records of bankruptcies.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F24</td>
<td>Trust Funds</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding funds established by the municipality for money held in trust, such as bequests, Home for the Aged Residents and Ontario Home Renewal Program.</td>
<td></td>
<td></td>
<td>Letters of Credit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F25</td>
<td>Tax Sale Registration</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding tax sale registration, legal correspondence and quotations.</td>
<td></td>
<td></td>
<td>Excludes Registered Deeds - see (L07)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>H00</td>
<td>Human Resources - General</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H01</td>
<td>Attendance &amp; Scheduling</td>
<td>5</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H02</td>
<td>Benefits</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds and general information on OMERS.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H03</td>
<td>Employee Records</td>
<td>1</td>
<td>9</td>
<td>10</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with employees and employee assistance. Includes full-time, part-time, student employees and volunteers. May include employee grievances.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H04</td>
<td>Health &amp; Safety</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the occupational health and safety to staff. Includes accident reports, WSIB reports, information on health and safety programs for staff and records for workplace audits.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H05</td>
<td>Human Resources Planning</td>
<td>5</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H06</td>
<td>Job Descriptions</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confidential - Cabinet

Excludes Training Records - see (H12)
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC</th>
<th>SCANNED</th>
<th>NOTES</th>
<th>RETENTION</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>H07</td>
<td>Labour Relations</td>
<td>Confidential - Cabinet</td>
<td>1</td>
<td>9</td>
<td>10 N N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H08</td>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</td>
<td>1</td>
<td>-</td>
<td>1 N N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H09</td>
<td>Salary Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.</td>
<td>5</td>
<td>-</td>
<td>5 N N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H10</td>
<td>Pension Records</td>
<td>Confidential - Cabinet</td>
<td>1</td>
<td>29</td>
<td>30 N N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records detailing pension obligations due to individuals under OMERS.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H11</td>
<td>Recruitment</td>
<td>Confidential - Cabinet</td>
<td>1</td>
<td>-</td>
<td>1 N N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applicants.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H12</td>
<td>Training &amp; Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation materials.</td>
<td>1</td>
<td>9</td>
<td>10 Y N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H13</td>
<td>Employee Records - Full Time Firefighters</td>
<td>Confidential - Cabinet</td>
<td>P</td>
<td>-</td>
<td>P Y Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the employment of full time firefighters. Full Time Firefighters are employed on a salaried basis and schedule to work an average of 35 hours or more per week. Includes initial resumes and applications, performance evaluations, correspondence with employee and employee assistance. May include employee grievances.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC</td>
<td>SCANNED</td>
<td>NOTES</td>
<td>RETENTION Dept.</td>
<td>Storage</td>
<td>Total Ret.</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------</td>
<td>------------</td>
<td>---------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>L00</td>
<td>Legal Affairs - General</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding legal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>affairs which cannot be</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>classified elsewhere. Use only if</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>no other heading is</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L01</td>
<td>Appeals &amp; Hearings</td>
<td></td>
<td></td>
<td>P</td>
<td>1</td>
<td></td>
<td>N Y</td>
</tr>
<tr>
<td></td>
<td>Includes all transcripts and related documentation regarding appeals, hearings and legal proceedings. Includes final judgements, zoning appeals, official plan appeals and Committee of Adjustment Appeals. Also includes orders issued by regulatory bodies and boards.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L02</td>
<td>Claims Against the Municipality</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Includes all liability claims made</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>by other parties against the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>municipality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L03</td>
<td>Claims by the Municipality</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Includes all liability claims made</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>against another party by the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>municipality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L04</td>
<td>Contracts &amp; Agreements</td>
<td></td>
<td></td>
<td></td>
<td>1 19</td>
<td>20</td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>Includes all agreements entered by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the municipality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes construction contracts,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>collective agreements and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>subdivision agreements. Also includes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>agreements regarding pre-servicing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and site plans.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L05</td>
<td>Insurance Appraisals</td>
<td></td>
<td></td>
<td></td>
<td>1 14</td>
<td>15</td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>Includes appraisals of municipal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>property for Insurance purposes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L06</td>
<td>Insurance Policies</td>
<td></td>
<td></td>
<td></td>
<td>1 19</td>
<td>20</td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>Includes municipal insurance policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>documents, such as vehicle,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>liability, theft and fire insurance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L07</td>
<td>Land Acquisition &amp; Sale</td>
<td></td>
<td></td>
<td></td>
<td>1 19</td>
<td>20</td>
<td>N N</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding real</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>estate transactions and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>conveyance of land such as lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>sales, alley closings and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>allowances, whether through</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>voluntary transactions or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>expropriation. Includes leases,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>deeds and expropriation plans,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>purchase letters and appraisals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>L08</td>
<td>Opinions &amp; Briefs</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal Opinions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L09</td>
<td>Precedents</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding judgements and decisions which may affect the municipality's position in actual or potential legal matters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L10</td>
<td>Federal Legislation</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L11</td>
<td>Provincial Legislation</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L12</td>
<td>Vital Statistics</td>
<td>2</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes registers of birth, deaths and marriages.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confidential - Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L13</td>
<td>Prosecutions</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding prosecutions to enforce by-laws and federal or provincial legislation. Includes by-law enforcement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L14</td>
<td>Contracts &amp; Agreements - Simple</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding contracts and agreements not under corporate seal such as equipment rentals, facility rentals, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC</td>
<td>SCANNED</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>------------</td>
<td>---------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>M00</td>
<td>Media &amp; Public Relations - General</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M01</td>
<td>Advertising</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding public advertising in magazines, newspapers, radio, television and transit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M02</td>
<td>Ceremonies &amp; Events</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding participation in special events, openings and anniversaries, such as Remembrance Day and Winter Carnivals. Also includes records regarding the set-up and running of special events.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M03</td>
<td>Charitable Campaigns/Fundraising</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the raising of funds and donations for the municipality, for municipally run programs or for other charitable organizations. Includes the United Way, Cancer Fund, community interest groups, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M04</td>
<td>Complaints, Commendations &amp; inquiries</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding complaints, commendations, requests for information and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries about Council proceedings and congratulatory letters. Also includes compliance letters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M05</td>
<td>News Clippings</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes clippings from newspapers, information from journals and other printed media.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M06</td>
<td>News Releases</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes background notes, draft and final versions of news releases issued. Includes messages for inclusion in special event programs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>M07</td>
<td>Publications</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M08</td>
<td>Speeches &amp; Presentations</td>
<td></td>
<td></td>
<td></td>
<td>1 2 3</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Include: background notes, draft and final versions of speeches, presentations and news conferences given by elected officials and non-elected officials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M09</td>
<td>Visual Identity &amp; Insignia</td>
<td></td>
<td></td>
<td>Township Crest / Logo</td>
<td>1 4 5</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M10</td>
<td>Website &amp; Social Media Content</td>
<td></td>
<td></td>
<td></td>
<td>1 1 2</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Includes development and management of website content and information on social media sites such as facebook and twitter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>P00</td>
<td>Protection &amp; Enforcement Services - General</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available (building, licensing, animal control - miscellaneous)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P01</td>
<td>By-law Enforcement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records of municipal efforts to enforce by-laws, such as parking infractions, pest control, property standards, including investigations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P02</td>
<td>Daily Occurrence Logs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes logs maintained of daily occurrences such as public works, building, utilities, office phone records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P03</td>
<td>Emergency Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes records regarding the planning and rehearsal of emergency measures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P04</td>
<td>Hazardous Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P05</td>
<td>Incident &amp; Accident Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes vandalism and security incident reports and reports of accidents that occur with the public at recreational facilities or other municipal properties.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P06</td>
<td>Building &amp; Structural Inspections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes inspection reports such as fire prevention.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P07</td>
<td>Health Inspections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes health inspection reports conducted on private, public and commercial properties, such as restaurants and slaughterhouses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>P08</td>
<td>Investigations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records of investigations pertaining to law enforcement, traffic accidents and firefighting activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P09</td>
<td>Licenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding licenses administered by or required by the municipality or required by the Province, such as licensing for taxis, dogs, liquor, businesses, lotteries, quarries, water &amp; sewer, etc. Also includes quarry aggregate reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CofA for W/S Plants</td>
<td></td>
<td></td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Licenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permits to Take Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P10</td>
<td>Building Permits (Commercial/Industrial)</td>
<td>Inspection</td>
<td>Drawings / Plans</td>
<td>Include map, civic address, roll no.</td>
<td>Transfer to Archives after 7 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes permits issued to builders, contractors and residents giving them permission to build, demolish or renovate. Includes plot plans, building plans, occupancy permits, work orders and inspection reports.</td>
<td>Inspection Reports</td>
<td>Inspection Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P11</td>
<td>Permits - Other</td>
<td>Inspection Reports</td>
<td>Inspection Reports</td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes applications and permits that the municipality issues giving permission to hold special events, transport oversized loads, erect signs, park on the street and other purposes. Also includes entrance permits, pool permits (without decking) and temporary road closing permits.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12</td>
<td>Warrants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all issued warrants.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P13</td>
<td>Criminal Records</td>
<td></td>
<td></td>
<td>confidential - Cabinet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all documentation related to individuals with a history of criminal activity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P14</td>
<td>Animal Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding the control of household pets, strays, livestock and wildlife. Also includes animal control officers reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P15</td>
<td>Building Permits (Residential)</td>
<td>Inspection</td>
<td>Drawings / Plans</td>
<td>Include map, civic address, roll no.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes permits issued to builders, contractors and residents giving permission to build, demolish or renovate. Includes plot plans, building plans, occupancy permits, work orders, pool decking and inspection reports.</td>
<td>Inspection Reports</td>
<td>Inspection Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION Dept.</td>
<td>Storage</td>
<td>Total Ret.</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
<td>-----------------</td>
<td>--------------------</td>
<td>-------</td>
<td>-----------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>P16</td>
<td>Surveys, Site Plans &amp; Lot Drainage Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Includes records regarding surveys, site plans and lot drainage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Let Grading Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>plans. Also includes records regarding lot grading deposits and plans, including receipts for deposit, lot grading certificates and copy of refund cheques.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cert. of Completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P17</td>
<td>Community Protection Programs</td>
<td>11</td>
<td>2</td>
<td>2</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding community protection and crime prevention such as Neighbourhood Watch, Block Parents and Community Policing. Also includes Ontario Provincial Police general records, correspondence and brochures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P18</td>
<td>Water &amp; Sewer - Permits &amp; Locations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes applications, inspections and approvals for connection of water and sewer services and septic permits for individual properties and location of services. Includes plot plans, locate services, work orders, inspection reports and meters. Also includes service connection agreements. Also includes Service Connection agreements and debenture records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service Records Sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawings / Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspection Sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Map of Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P19</td>
<td>Water &amp; Sewer Plants Log Books</td>
<td>2</td>
<td>-</td>
<td>P</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes logs maintained of daily occurrences at the water &amp; sewer plants/facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION Dept</td>
<td>Storage</td>
<td>Total Ret.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>--------------------</td>
<td>-------</td>
<td>----------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>R00</td>
<td>Recreation &amp; Culture - General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding recreation and culture services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>which cannot be classified elsewhere. Use only if no other heating is available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R01</td>
<td>Heritage Preservation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding heritage and historical development,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>including designation of buildings, districts and cemeteries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R02</td>
<td>Library Services</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes circulation lists, recommendations for additions to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>library collections, information searches, inter-library loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>requests and more general records regarding the protection of libraries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R03</td>
<td>Museum &amp; Archival Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes registers of holdings, museum programming, activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>reports, historical society holdings, archival operations,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>conservation information and related records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R04</td>
<td>Parks Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes correspondence, descriptions, reports and other records regarding the management, design, set up, landscaping and maintenance of specific municipal parks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes maps and plans.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R05</td>
<td>Recreational Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R06</td>
<td>Recreational Programming</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes correspondence, policies, applications, registrations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and general information regarding the development and delivery of recreation programs to the community, such as youth, sports, fitness, adult education, crafts, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>S00</td>
<td>Social &amp; Healthcare Services - General</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S01</td>
<td>Children's Day Nursery Services</td>
<td>2</td>
<td>18</td>
<td>20</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes general program information regarding child care programs such as municipal and private day care and day nursery services. Also includes general resource information used in counseling children and parents involved in these programs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S02</td>
<td>Elderly Assistance</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 counseling seniors considering moving to homes for the aged.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S03</td>
<td>Homes for the Aged Residents</td>
<td>2</td>
<td>18</td>
<td>20</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding individual residents of homes for the aged.</td>
<td>Confidential - Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S04</td>
<td>Social Assistance Programs</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counseling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S05</td>
<td>Welfare Case Records</td>
<td>2</td>
<td>5</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding individual social assistance recipients.</td>
<td>Confidential - Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S06</td>
<td>Medical Care Records</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes case records regarding communicable diseases, venereal disease, dental care, maternal care and other medical case records.</td>
<td>Confidential - Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 369 of 384
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC ONLY</th>
<th>SCANNED DOCUMENTS</th>
<th>NOTES</th>
<th>RETENTION</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>S07</td>
<td>Children's Services</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes general program information regarding programs benefiting developmentally, handicapped children, abused children and other children's programs. Also includes general resource information used in counseling children and parents involved in these programs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S08</td>
<td>Public Health</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding public health programs such as health and safety education, school health programs, disease control including immunization and family planning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S09</td>
<td>Cemetery Records</td>
<td>2</td>
<td>-</td>
<td>P</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes burial permits, maps, plot ownership records, interment registers and indexes for municipal cemeteries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cemetery Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Columbarium Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plot / Columb. Deeds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permission (Family)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S10</td>
<td>Day Nursery Case Records</td>
<td>2</td>
<td>18</td>
<td>20</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes applications for enrollment, name, home address, date of birth, phone numbers of parents' place at which they can be reached, persons to whom may be released, health card number, subscriber name, date of admission, date of discharge, daily attendance, previous communicable diseases, immunization, conditions during medical treatment, special diet, rest or exercise requirements, name, address, phone number of physician.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S11</td>
<td>Accessibility Services</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding accessibility for handicapped persons.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 2
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC</th>
<th>SCANNED</th>
<th>NOTES</th>
<th>RETENTION</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00</td>
<td>Transportation Services - General</td>
<td>Only</td>
<td>Documents</td>
<td>Dept.</td>
<td>Storage</td>
<td>Total Ret.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T01</td>
<td>Illumination</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian crossover lights, etc. Also includes records on power consumption.</td>
<td></td>
<td>Streetlight Mapping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T02</td>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding municipal parking issues, such as handicapped parking, lot and garage operations, fire routes and employee parking.</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>T03</td>
<td>Public Transit</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, Intergovernmental transit co-ordination and access for the disabled.</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>T04</td>
<td>Road Construction</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads such as resurfacing, widening roadways, etc.</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>T05</td>
<td>Road Design &amp; Planning</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle paths, footpaths, walkways, etc.</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>T06</td>
<td>Road Maintenance</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle paths, footpaths, walkways, etc. Also includes grading, plowing and sanding of roads and snow removal and cleaning.</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ELECTRONIC ONLY</td>
<td>SCANNED DOCUMENTS</td>
<td>NOTES</td>
<td>RETENTION</td>
<td>VITAL</td>
<td>ARCHIVAL</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>------</td>
<td>-----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>T07</td>
<td>Signs &amp; Signals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding the manufacture and installation of signs and signals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T08</td>
<td>Traffic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossings, crossing guards, traffic counts, accident statistics and related records. Also includes notices of temporary road closures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T09</td>
<td>Road &amp; Lane Closures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T10</td>
<td>Bridges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records, studies and specifications for the inspection, maintenance and replacement of bridges.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

痱e P N Y
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ELECTRONIC ONLY</th>
<th>SCANNED DOCUMENTS</th>
<th>NOTES</th>
<th>RETENTION</th>
<th>VITAL</th>
<th>ARCHIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>V00</td>
<td>Vehicles &amp; Equipment - General</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available. Also includes vehicle inspection reports for municipal vehicles and equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V01</td>
<td>Fleet Management</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. Includes vehicle history files, registration and disposal. Also includes fuel summary reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V02</td>
<td>Mobile Equipment</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding mobile equipment used in conjunction with vehicles. Also includes history files on equipment such as generators, pumps, snowblowers, sanders, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V03</td>
<td>Transportable Equipment</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes records regarding transportable equipment used by the municipality. Also includes history files on equipment such as lawnmowers, hoses, weed-eaters, drills and rescue equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V04</td>
<td>Protective Equipment</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2017-60

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN ENCROACHMENT AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF SEVERN AND MICHAEL & CINDY DAVENPORT (2109 Thomson Crescent)

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 11.(1), provides that a municipality may pass By-laws with respect to highways within their jurisdiction;

AND WHEREAS the Municipal Act, S.O. 2001, Section 8.(1), provides that Section 8. of the Act shall be interpreted broadly so as to confer broad authority on Municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Municipal Act, S.O. 2001 (the "Act"), Section 9., provides a Municipality with the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS it is deemed expedient to enter into an Encroachment Agreement with Michael & Cindy Davenport for encroachments onto Thomson Crescent;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That the Corporation of the Township of Severn enter into an Encroachment Agreement with Michael & Cindy Davenport in the form of Schedule "A" attached hereto and forming part of this By-law.

2. That the Mayor and Clerk be and they are hereby authorized to execute on behalf of the Corporation an Encroachment Agreement in the form of Schedule "A" attached hereto and forming part of this By-law.

3. That this By-law shall come into force and effect on the date of passing thereof.

By-law read a first and second time this 9th day of August, 2017.

By-law read a third time and finally passed this 9th day of August, 2017.

CORPORATION OF THE TOWNSHIP OF SEVERN

MAYOR

CLERK
SCHEDULE “A” TO BY-LAW NO. 2017-60

ENCROACHMENT AGREEMENT

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF SEVERN
(hereinafter called the “Licensor”)

- AND -

MICHAEL & CINDY DAVENPORT
(hereinafter called the “Licensee”)

WHEREAS the Licensee is the registered owner of the lands and premises more particularly described in Schedule “A” attached hereto (the “property”);

AND WHEREAS a certain encroachment exist on an unopened road allowance being a stone wall, boathouse and shed as outlined in Schedule “B” attached hereto (the “encroachment”);

AND WHEREAS the Licensor is the owner of the said unopened road allowance;

AND WHEREAS the Licensee has applied to the Licensor for consent to the encroachment;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT IN CONSIDERATION OF THE PREMISES AND THE COVENANTS HEREAFTER SET FORTH, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO COVENANT AND AGREE WITH EACH OTHER AS FOLLOWS:

1. License

The Licensor hereby permits and consents to the encroachments onto the unopened road allowance as described above subject to the terms and conditions set out herein.

2. Indemnification From Liability & Release

The Licensee covenants and agrees with the Licensor that the Licensee will indemnify and save harmless the Licensor, its officers, servants, officials and agents from any claim or demand, loss, cost, charge or expense which the Licensor may incur or be liable for in consequence of the permission hereinbefore granted and/or the exercise by the Licensee of such permission and/or the encroachments or anything in any matter related thereto.

The Licensee hereby releases and forever discharges the Licensor, its officers, servants, officials and agents from any claim, demand, loss, cost charge or expense which may arise as a result of the Licensor performing any municipal work which may damage or interfere with the encroachments.

3. Termination of Agreement

This Agreement may be terminated by the Licensor on the following terms and conditions:
(a) upon three (3) months' notice in writing by the Licensor to the Licensee that the Licensor requires the use of the area occupied by the encroachment for municipal purposes. The determination as to whether or not such use is required is in the sole discretion of the Licensor;

(b) the Licensee is in default under any of the terms of this Agreement and has been given notice of such default and such default has not been corrected within fifteen (15) days of receiving such notice;

(c) the encroachment have been demolished or otherwise removed from the road allowance.

4. **No Interest in Land**

The Licensee acknowledges that this Agreement shall in no way create any interest in land or easement rights.

5. **Repair & Removal**

In consideration of the permission and consent hereby given, the Licensee:

(a) shall, at his own expense, keep and maintain the encroachment in good and proper repair and condition;

(b) shall, upon termination of this Agreement, forthwith remove the encroachment and repair any damage caused thereby at the sole expense of the Licensee without being entitled to any compensation whatsoever.

If the Licensee fails to alter or remove the encroachment as required by this Agreement, the Licensor may alter or remove the same at the expense of the Licensee and the Certificate of the Clerk of the Licensor as to the expense thereof shall be final and binding upon the Licensee, and the Licensor may recover the same from the Licensee in any court of competent jurisdiction as a debt due and owing to the Licensor, or in like manner as taxes.

6. **Insurance**

The Licensee shall obtain and maintain public liability (personal injury and property damage) insurance covering the maintenance of the encroachments in the amount of at least Two Million Dollars ($2,000,000.00) naming "The Corporation of the Township of Severn" as an additional insured and containing a cross-liability endorsement and fifteen (15) days' notice of cancellation or material change in circumstances. The Licensee shall provide to the Licensor a current certificate of such insurance on an annual basis.

7. **License Transferable**

The licenses hereby granted may be transferred by the Licensee to any transferee or assign of the Licensee who becomes the registered owner of the property provided that the Licensor is first given written notice of the name and address for service of any transferee or assign.

8. **Notice**

For the purpose of this Agreement, notice may be given to the Licensee by prepaid registered mail addressed to the Licensee at:

Michael & Cindy Davenport
2109 Thomson Crescent
Severn, Ontario
L3V 0V7
and such notice shall be deemed to have been given and received on the fourth day after mailing.

Notices may be given to the transferee or assign of the Licensee at the address provided pursuant to Paragraph 7. of this Agreement.

9. Fees

In the event that the Licensor, at any time in the future, enacts a By-law for the purpose of levying an annual charge upon encroachments, buildings or other structures upon or over any highway, street or lane within the Township of Severn, the Licensee will pay, forthwith on demand, whatever annual charge may be levied in respect of the encroachments.

THIS AGREEMENT SHALL enure to the benefit of and be binding upon the parties hereto and their permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed and set their seals on this Agreement this day of , 2017.

CORPORATION OF THE TOWNSHIP OF SEVERN

MAYOR

CLERK

SIGNED, SEALED AND DELIVERED )

) Michael Davenport

) )

) Cindy Davenport

)
SCHEDULE "A"

Part of Thomson Crescent, Registered Plan 1403, Part 1, Registered Plan 51R-40990, former Township of North Orillia, now in the Township of Severn.
THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2017-61

BEING A BY-LAW TO ADOPT THE PROCEEDINGS OF A COUNCIL MEETING HELD ON THE 9TH DAY OF AUGUST, 2017 AND TO AUTHORIZE THEIR EXECUTION

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 5.(3), provides that a Municipal power, including a Municipality's capacity, rights, powers and privileges, shall be exercised by By-law unless the Municipality is specifically authorized to do so otherwise;

AND WHEREAS certain actions of Council do not require the enactment of a specific By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That subject to Paragraph 3. of this By-law, the proceedings of the above-referenced Council Meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this By-law.

2. That the Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Township of Severn to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law.

3. That nothing in this By-law has the effect of conferring the status of a By-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law where any legal pre-requisite to the enactment of a specific By-law has not been satisfied.

4. That any Member of Council who complied with the provisions of Section 5. of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50, respecting the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law shall be deemed to have complied with said provisions in respect of this By-law.

By-law read a first and second time this 9th day of August, 2017.

By-law read a third time and finally passed this 9th day of August, 2017.

CORPORATION OF THE TOWNSHIP OF SEVERN

MAYOR

CLERK
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY