

The Corporation of the Village of Point Edward
By-Law Number 36 of 2019

Being a By-Law to provide for the Retention & Destruction of Records of the Village of Point Edward.

Whereas subsection 255(1) of the Municipal Act, 2001, S.O. 2001, c. 25 (hereinafter "Municipal Act, 2001") provides that except as otherwise provided, a record of a Municipality or local board may only be destroyed in accordance with this section;

AND WHEREAS Section 254(1) of the Municipal Act, 2001 as amended requires the Municipality to retain and preserve the records of a Municipality and local boards in a secure & accessible manner;

AND WHEREAS subsection 255(2) of the Municipal Act, 2001 provides that a record of a Municipality may be destroyed if a retention period for the record has been established under this section and:

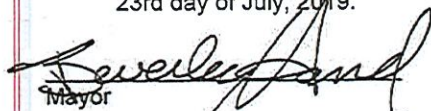
1. The retention period has expired; or
2. The record is a copy of the original record;

AND WHEREAS subsection 255(3) of the Municipal Act, 2001 provides that a Municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the Municipality and local boards of the Municipality must be retained and preserved;

NOW THEREFORE the Council of the Village of Point Edward enacts as follows:

1. That for ease of reference, this Bylaw will be referred to as the Records Retention Bylaw.
2. That the retention periods for all records as stipulated in Schedule "A" attached hereto and forming part of this Bylaw are hereby adopted.
3. That any records set out in Schedule "A" may be destroyed after the prescribed retention period for each record.
4. That for the purpose of this Bylaw, "year" shall be deemed to mean the calendar year commencing on January 1st and terminating on December 31st.
5. That for calculating the period of retention with this Bylaw, the period of retention shall be deemed to commence on the first day of January next following the passage of this Bylaw.
6. That the Clerk or Clerk's designate shall satisfy him/herself that the period of retention established by Bylaw has expired, and that no reason exists for further retention, and may then order documents to be destroyed in accordance with the retention period set out in the schedules attached hereto and forming part of this Bylaw.
7. That this Bylaw shall come into force and effect on the day it receives the approval of the auditor of The Corporation.

PASSED on the provisional approval of the Village's External Auditor this 23rd day of July, 2019.


Mayor


Clerk

Pursuant to s. 255 of the Municipal Act, 2001, Bylaw No. 36 of 2019, passed by the Council of the Corporation of the Village of Point Edward, is hereby signed by the Municipality's auditor.

Dated this 29th day of October 2019



Bylaw Number 36 of 2019 Records Retention By-Law
Schedule "A"

Document/Department	Retention Period
Administration	
Assessment Roll	Permanent
Council, Committee of Adjustment & Parks & Rec – minute books	Permanent
By-laws, Agreements, Resolutions	Permanent
Drainage Records	Permanent
Ontario Municipal Board Records	Permanent
Employee Personnel Records	Permanent
T-4 Summaries & Slips, Payroll records	Current year plus 7 years
Job Applications (those not hired)	1 year
Payroll Time sheets	Current year plus 2 years
Zoning By-Law & Amendments	Permanent
Official Plan & Amendments	Permanent
Ontario Housing Renewal Program Agreements	Permanent
Council Correspondence (Items distributed to Council)	Current plus one year
Declaration of Oaths – New Council members	Term of Office plus one year
Tax & Zoning Certificates	7 years
Building & Plumbing Permit (copies)	5 years
Property Standards Files	Permanent
Parks & Recreation Files	6 years
Ontario One Calls-locates	4 years
Ownership changes	3 years
Severance Files	Permanent
Minor variances Files	Permanent
Burn Permits	Current plus one year
Correspondence – Agencies and Organizations ROMA/OGRA, Provincial, Federal, etcetera	Current plus one year
Records Disposition (info re: disposition of records)	Permanent
Accessibility Records	Permanent
Election Documentation (excluding voters lists)	As per Municipal Elections Act
Voter's Lists	Term of Office + 1 year
Waste Management	Permanent
Provincial Funding Documentation	Permanent
Animal Complaints	Permanent
Emergency Plan	Retain Current Plan until new plan adopted
Emergency Planning Federal correspondence	Current + 6 years
Point Edward Memorial Arena – booking calendars	Current + 1 year
Legal Documentation	Permanent
Insurance Certificates	Current + 1 year
Insurance Claims	Permanent
Energy Management	End of reporting period + 7 years
Facilities and Construction/Renovations of Municipal Property	Permanent
Complaints	2 years
Finance	
Annual reports, including FIR	Permanent
Debenture Registers	Permanent
Tax Registration Records	Permanent
Accounts Receivables & Payable Ledgers	7 years
General Ledger	Permanent
Bank Statements	7 years
Bank Deposits Slips	7 years
Cancelled Cheques	7 years
Accounts Payable Vouchers	7 years
Paid Invoices	7 years
Paid Debentures & Coupons (upon Maturity)	Permanent
Water & Sewer Receipts	7 years
Dog Tag Receipts	7 years
Tax Receipts	7 years
Taxation – General Correspondence	Current plus one year
Applications for Adjust. to Assessments	7 years
Minutes of Settlement	7 years

Asset Management	Retain until new plan adopted
Assessment Review Board Decisions	7 years
Health and Safety	
Health and Safety records – excluding minutes	7 years
Health and Safety – meeting minutes	Permanent
Staff Training Records	7 years
Roads	
Road Construction Documents	Permanent
Bridge/Culvert inspections	Permanent
Day Book/Logs	10 years
Roads – General Correspondence	Current plus one year
Vehicle Records	7 years after disposal of vehicle
Water/Sewer	
Final Water Readings	2 years
Water Construction Costs	Permanent
Water Agreements	Permanent
Water & Sewer Billing Journals	7 years
Water – General Correspondence	Current plus one year
Sewer – General Correspondence	Current plus one year
DWQMS Operational Plans	10 years
Sewer – Construction documents	Permanent
Day Books/Logs – Water Operators	10 years
Annual water reports and inspections	As per current legislation
Records that fall within O.Reg 170/03	
Schedule 6 – Operational Checks, Sampling and testing	2 years
Schedule 7 – Operational Checks	2 years
Schedule 10 – Microbiological Sampling and testing	2 years
Schedule 17 – Section 17-5 and 17-9 – E-Coli and Total Coliforms	2 years
Schedule 13 – Chemical Sampling and Testing	6 years
Schedule 17 – Section 17-10 Chem/radiological parameters O.Reg 169/03	6 years
Section 17-12- Health-related parameters in approval or order.	6 years
Section 11 – Annual Reports	6 years
Schedule 13 – 13-8 Sodium	15 years
13-9 – Flouride	15 years
Schedule 15 – Lead	15 years
Schedule 17 – Section 17-13 Sodium	15 years