



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

**DATE: September 9, 2024**

**Time: 3:00 P.M.**

**LOCATION:** Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda  
**Recommendation: The Board approves the agenda as circulated.**
4. Declaration of Pecuniary Interest
5. Approval of Minutes from June 10, 2024.  
**Recommendation: That the Board approves the minutes of June 10, 2024 as circulated.**
6. Business Arising from the Minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Statistics/Reports – Deputy Chief
  - a. Calls for Service Statistic
  - b. Calls for Service Report
  - c. Charge Comparison
  - d. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received.**
10. Financial Statements – Summary for period ending August 31, 2024
11. Administrative Review of SIU Investigation (SIU #24-OCI-131)
12. Complaints about Special Constables
13. Board Member Email Vote Regarding Extensions of Time to Serve Notice of Hearing

14. Board By-Law Review
  - a. Board Proceedings By-Law 01-2024
  - b. Expense Allowance By-Law 02-2024
  - c. Remuneration By-Law 03-2024
  - d. False Alarm By-Law 04-2010 (to be rescinded)
  - e. Records Retention By-Law 05-2024
  - f. Municipal Freedom of Information and Protection of Privacy Act By-Law 06-2024
  - g. Recovering Fees By-Law 07-2024
15. Board Policy Review
  - a. Acceptance of Gifts by the Board Policy
  - b. Accessibility Standards Policy
  - c. Active Attacker Incidents Policy
  - d. Adequate and Effective Policing Policy
  - e. Annual Reporting Framework Policy
  - f. Appointment and Recruitment of the Chief of Police and Deputy Chief of Police Policy
  - g. Appointment of Police Officers Policy
  - h. Appointment of Special Constables Policy
  - i. Board Communications Policy
16. Files of Oxford Community Police
17. Boxes of Documents at Headquarters
18. Second September Meeting
19. Board Report – Pincombe Tournament Sponsorship  
**Recommendation: That the Board approve the attached sponsorship in the amount of \$100 to support the Jeff Pincombe Charity Golf Tournament.**
20. Unfinished Business
21. Closed Session  
**Recommendation: That the Board adjourns to Closed Session at \_\_\_\_\_ pm to discuss: the security of the property of the Board, personal matters about identifiable individuals, litigation or potential litigation affecting the Board, and labour relations information supplied in confidence to the Board pursuant to S. 44(2)(a), (b), (e), and (h) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.**

22. Motions arising from Closed Session
23. New Business (if necessary)
24. Date of next Board meeting Monday, October 14, 2024 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.
25. Adjournment



## **WOODSTOCK POLICE SERVICE BOARD**

The Woodstock Police Service Board met on June 10, 2024 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; Mayor Jerry Acchione, Council Representative; Connie Lauder, Council Representative; Daryl Stevenson, Community Appointee; and Kristin Barnim, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; David Tilley, Zone 4 Police Advisor; and Kristi Lampman, Human Resources Coordinator and City Councillor Kate Leatherbarrow joined via Zoom.

### **1. CALL TO ORDER**

Chair Whiteford called the meeting to order at 3:00 p.m.

### **2. WELCOME**

Chair Whiteford welcomed everyone.

### **3. APPROVAL OF AGENDA**

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the agenda as circulated and amended.

*Amendments:*

*i. Amended to add Financial Statements as item 14*

*ii. Amended to add OAPSB Conference as item 7(c)*

CARRIED.

4. There were no declarations of pecuniary interest.

### **5. APPROVAL OF MINUTES – May 13, 2024**

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the minutes of May 13, 2024 as circulated.

CARRIED.



## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. VERBAL REPORT FROM CHAIR

- a. Chair Whiteford advised of the need for a sub-committee to review the by-laws of the Board.

Resolved that the Board appoint a sub-committee to review the by-laws of the Board that will consist of Chair Whiteford, Board Member, Daryl Stevenson, and EA Kristin Barnim.

Moved by Connie LAUDER

Seconded by Leslie FARRELL

CARRIED.

- b. Chair Whiteford suggested that by the next Board meeting in September, the Board should be working towards a Diversity Plan. The Board can refer to the Diversity Plans of the York Regional Police Service and the City of Woodstock for guidance.

- c. Chair Whiteford advised that he and Mayor Acchione attended the OAPSB Conference from June 3 – 5. All the presentations should be available for viewing by all Board members on the OAPSB portal. Chair Whiteford encouraged all Board members to, at the very least, watch the presentations by Pam Dhaliwal.

## 8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson advised that members of the Community Response Unit, K9 and Auxiliary attended Oliver Stephens Public School, Roch Carrier French Immersion School, Southside Public School, and Algonquin Public School for various after-hours events. WPS has had a lot of positive comments on social media regarding the events.
- WPS received the Power of Collaboration Award from Victims Services of Oxford County along with several other community partners. WPS is proud of this award which is located in the showcase in the police building. This award is a testament to WPS's ongoing work with all of the community partners.
- May was Mental Health Awareness month where WPS highlighted their commitment to CMHA, Thames Valley Addiction and Mental Health Services.

- The Victoria Day parade was led by WPS officers along with Auxiliary officers who assisted with traffic and making sure everyone had a safe and fun time.
- Chief Wilkinson advised that the Kids and Cops Fishing Day was another great success. WPS would like to thank the sponsors and people who helped make the day a success including, the Navy Club for hosting, Little Caesars, Canadian Tire, the officers, Auxiliary and the Woodstock Police Association.
- Chief Wilkinson and Inspector Taylor attended the 39<sup>th</sup> annual Inspection of the Navy League Cadet Corps. The youth did an amazing job.
- June is National Indigenous History Month, where WPS honours and celebrates the history, diverse culture and contributions of Indigenous peoples in the community and across the country.
- June is also Pride month. Chief Wilkinson and Inspector Taylor attended the Pride flag raising ceremony in Museum Square.
- 9 RIDE programs were conducted in the month of May where close to 800 vehicles were checked.

#### 9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive all statistics and reports presented in Item 9.

CARRIED.

#### 10. STRATEGIC PLAN 2023 – 2026

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve the Strategic Plan for 2023 – 2026.

CARRIED.

11. COMPLAINTS OF MISCONDUCT AND COMPLAINT ABOUT A SPECIAL CONSTABLE FORM

The Board decided to defer the review of the form for Special Constable complaints and misconduct to the September meeting.

12. BOARD REPORT – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #24-OCI-048)

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board receive the administrative review of the SIU Investigation Report (SIU #24-OCI-048) as information.

CARRIED.

13. BOARD REPORT – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #24-OVI-15)

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board receive the administrative review of the SIU Investigation Report (SIU #24-OVI-15) as information.

CARRIED.

14. FINANCIAL STATEMENTS

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board receive the financial statements ending May 31, 2024 in item 14.

CARRIED.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 3:39 p.m. to discuss personal matters about identifiable individuals, labour relations information supplied in confidence to the board, security of Board property, and litigation or potential litigation affecting the board pursuant to S. 44(2)(a), (b), (e), and (h) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the

desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.  
CARRIED.

17. CLOSED SESSION RISES

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board does now rise from Closed Session and reconvenes at 4:43 p.m.

CARRIED.

18. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 12

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the Closed Session Agenda as amended and circulated.

*Amendments:*

- i. Amended to add grievance inquiry decision as item 10*
- ii. Amended to add update on arbitration hearing as item 11*
- iii. Amended to add board only session as item 12*

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of June 10, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board receive the monthly tracking report for information.

CARRIED.

CLOSED SESSION # 4 – STATUS OF LEGAL CASES

Information only.

CLOSED SESSION # 5 – BOARD REPORT – ADMINISTRATIVE REVIEW OF  
SIU INVESTIGATION (SIU #24-OCI-048)

No motion required.

CLOSED SESSION # 6 – BOARD REPORT – ADMINISTRATIVE REVIEW OF  
SIU INVESTIGATION (SIU #24-OVI-15)

No motion required.

CLOSED SESSION # 7 – SUBMISSIONS REGARDING REQUEST FOR  
EXTENTION OF TIME TO SERVE NOTICE OF HEARING – ERIC DOPF

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board deem the delay to be reasonable in the circumstances and approve the request to serve Detective Constable Eric Dopf with a notice of hearing outlining the intention of the WPS to proceed by formal hearing in this matter.

CARRIED.

CLOSED SESSION # 8 – SUBMISSIONS REGARDING REQUEST FOR  
EXTENSION OF TIME TO SERVE NOTICE OF HEARING – PRITPAL THIND

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board deem the delay to be reasonable in the circumstances and approve the request to serve Constable Pritpal Thind with a notice of hearing outlining the intention of the WPS to proceed by formal hearing in this matter.

CARRIED.

CLOSED SESSION # 9 – WPSB DOCUMENT SECURITY

No motion required.

CLOSED SESSION # 10 – GRIEVANCE

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board deny the grievance received from WPA on April 30, 2024.

CARRIED.

CLOSED SESSION # 11 – ARBITRATION HEARING UPDATE

No motion required.

CLOSED SESSION # 12 – BOARD ONLY SESSION

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board continue the extension of hours for the WPSB Executive Assistant, K. Barnim, to include the months of July to December inclusive.

CARRIED.

19. NEW BUSINESS

None.

20. Date of Next Board Meeting Monday, September 9, 2024 at 3:00 p.m. at the Woodstock Police Service Headquarters.

21. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now adjourn at 4:48 p.m.

CARRIED.

*Original Signed by*

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Ken Whiteford, Chair  
Woodstock Police Service Board

*Original Signed by*

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Leslie Farrell, Vice Chair  
Woodstock Police Service Board

# 2024 WPS Calls for Service



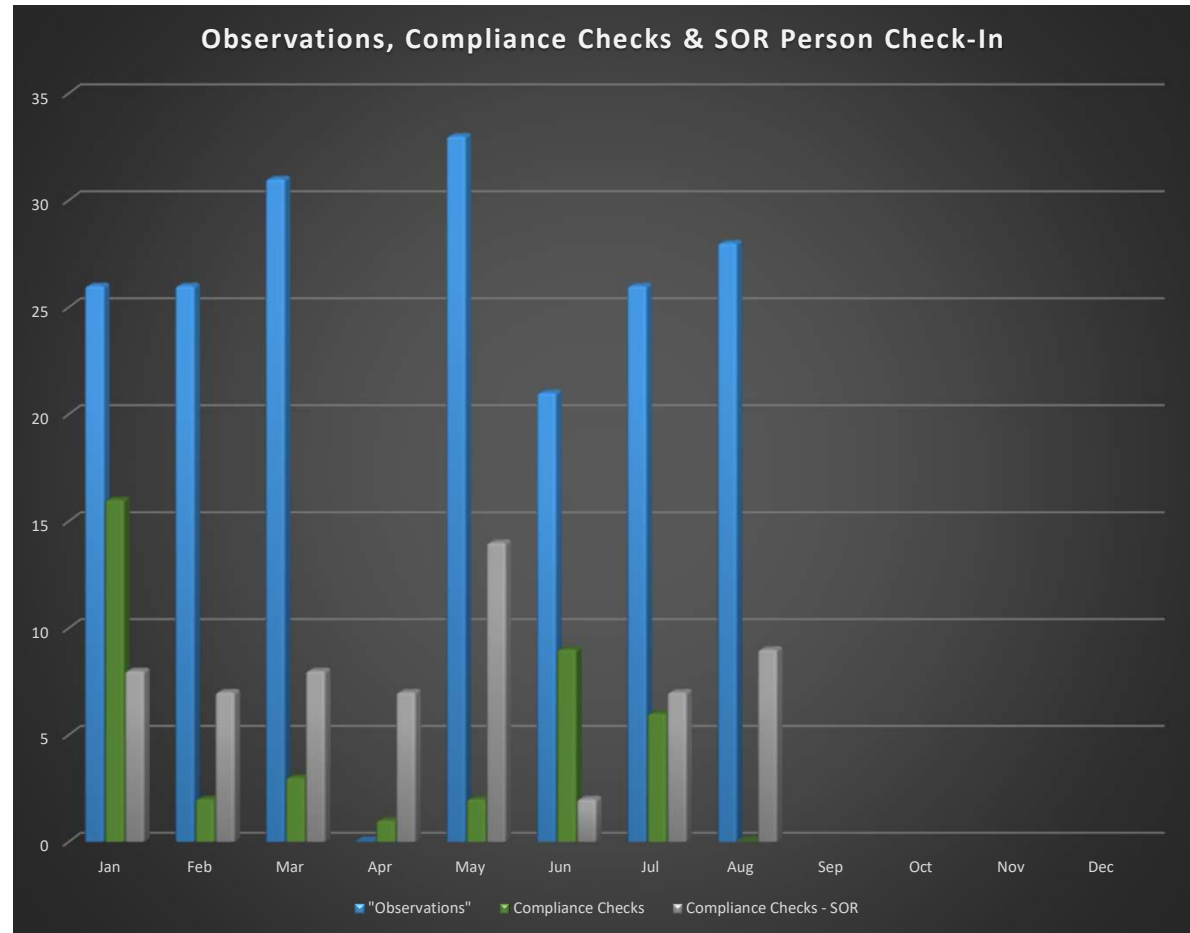
2024

## Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 to date	year to date	2023 to date	year to date
Calls for Service	1	Calls for Service		1466	1367	1621	1704	1954	1904	1911	1966					13893	21527		
	2	911 Calls		3053	2692	2967	2994	3277	3361	3528	3567					25439	42216		
	3	OPP Transfer		827	729	789	838	949	964	1061	1097					7254			
	4	London CACC		1154	1101	1110	1131	1140	1203	1194	1152					9185			
	5	County Fire / Other		92	51	88	60	77	112	102	92					674			
	6	WPS and WPF		980	811	980	965	1111	1082	1171	1126					8226			
	7	911 Hang Ups		67	57	78	82	133	112	144	134					807	0		
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	11	36	47	31	54	41	41	35					296	373		
			Foot Beat Hours	13.25	55.5	64.5	48.75	86	56.75	71.25	63.25					459.25	432.5		
	2	Bike & Park	Park patrol													0	0		
			Bike patrol			1	2	4	7	4	3					21	0		
Criminal Investigation Services	3	Focused Patrols		3		2	1	3								9	14		
	1	Impaired Driving		3	5	7	7	7	12	9	10					60	69		
	2	Criminal Charges Arrests		165	114	110	115	113	99	96	106					918	1350		
				100	126	108	112	110	124	132	128					940	1467		
	3	Controlled Drugs and Substance Act		6	6	22	10	4	10	16	21					0	0		
																95	143		
Police Complaints	4	Youth Criminal Justice		3	10	10	12	6	6	8	4					59	91		
	5	Warrants Processed		35	37	24	20	26	39	50	36					267	426		
	1	LECA Complaints		2	1	0	0	0	2	0	0					5	13		
Road Safety	2	Internal Chiefs					1	1	1							3			
	3	Concluded			3		1	1	2										
	1	HTA Radar		31	42	86	82	64	66	52	87					510	538		
	2	HTA Offences		57	81	83	58	66	74	95	123					637	582		
	3	Provincial Offence (LLA, CAIA, TPA)		25	39	23	28	32	39	20	22					228	269		
	4	By-Law / Parking		83	30	101	5	2	3	9	2					235	278		
		R.I.D.E		1		1		9		4									
		Vehicles Checked		30		75		798		487						1,390	3850		
																-			



	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	26	16	8
Feb	26	2	7
Mar	31	3	8
Apr	0	1	7
May	33	2	14
Jun	21	9	2
Jul	26	6	7
Aug	28	0	9
Sep			
Oct			
Nov			
Dec			
	191	39	62



WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
August 31, 2024

	Name	January 1, 2024	2024 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to ; Operating/Capita:	Balance August 31, 2024	
0180-52031	Sick Leave Severance Reserve Fund	<b>689,037.41</b>	10,000.00	17,824.02			200,000.00	<b>516,861.43</b>	Potential y/e transfer
0170-51152-0000	Insurance Loss Reserve	<b>287,861.71</b>	5,000.00					<b>292,861.71</b>	
0170-51153-0000	Reserve for Legal Fees	<b>204,313.34</b>						<b>204,313.34</b>	
0170-51156-0000	Reserve Building & Operations	<b>130,343.35</b>						<b>130,343.35</b>	
0180-52032	Voice Radio Replacement Reserve Fund	<b>19,354.23</b>		720.14				<b>20,074.37</b>	
0170-51157-0000	Honour Guard Reserve	<b>2,100.80</b>						<b>2,100.80</b>	
0170-51158-0000	Labour Relations Reserve	<b>640,989.65</b>						<b>640,989.65</b>	Includes 2023 year end surplus
0170-51159-0000	Reserve for Information Technology	<b>440,805.40</b>					150,000.00	<b>290,805.40</b>	Potential y/e transfer
0170-51161-0000	Canine Unit	<b>13,645.95</b>						<b>13,645.95</b>	
0170-51166-0000	Capital Projects Reserve	<b>326,819.44</b>						<b>326,819.44</b>	
0170-51171-0000	Reserve for Specialized Services & Wellness	<b>18,855.28</b>						<b>18,855.28</b>	
0170-51172-0000	Reserve for Civilian Clothing	<b>2,273.33</b>						<b>2,273.33</b>	
	Totals	<b>2,776,399.89</b>	15,000.00	18,544.16	-	-	350,000.00	<b>2,459,944.05</b>	

Time: 12:26:53 PM

**Woodstock Police Service Board - August 31, 2024**

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<b><u>Revenues</u></b>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$14,800.00	\$200.00	98.67%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	100,000.00	100,000.00	0.00	100.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	487,170.00	243,585.00	243,585.00	50.00
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	3,437.35	3,562.65	49.11
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	332,569.00	83,142.40	249,426.60	25.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	152,008.00	152,464.73	(456.73)	100.30
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,750.00	0.00	100.00
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	0.00	17,400.00	(17,400.00)	0.00
0500-63046-0000	NG911 GRANT	889,056.00	889,056.00	0.00	100.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	33,796.92	6,203.08	84.49
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	83,494.31	1,505.69	98.23
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	95,284.62	44,715.38	68.06
0500-69205-0000	COUNTY 911	49,973.00	0.00	49,973.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	82,936.00	0.00	82,936.00	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	53,722.50	26,277.50	67.15
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	41,456.79	(16,456.79)	165.83
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	4,491.62	(491.62)	112.29
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	6,227.98	(227.98)	103.80
0500-69223-0000	SALE OF USED VEHICLES	0.00	68,338.05	(68,338.05)	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	67,207.00	67,737.66	(530.66)	100.79
0500-69229-0000	DONATIONS - CANINE UNIT	0.00	2,000.00	(2,000.00)	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	353,000.00	182,456.84	170,543.16	51.69
0500-69259-0000	TRANS FROM SICK LEAVE SEVERANCE RES FUN	200,000.00	0.00	200,000.00	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	1,317.12	(1,317.12)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	150,000.00	0.00	150,000.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	600,000.00	587,076.81	12,923.19	97.85
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	4,200.00	(4,200.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	26,628.22	(6,628.22)	133.14
<b>Total Revenues</b>		<b>\$3,916,669.00</b>	<b>\$2,774,864.92</b>	<b>\$1,141,804.08</b>	<b>70.85%</b>
<b><u>Expenditures</u></b>					
0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$833,585.00	\$468,883.88	\$364,701.12	56.25%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,777,743.00	\$1,172,590.00	\$605,153.00	65.96%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,008,483.00	\$1,416,880.18	\$591,602.82	70.55%

Date: 9/6/2024

Time: 12:26:56 PM

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Police Services Board Operating Statement

Woodstock Police Service Board - August 31, 2024

Account	Description	2024 BUDGET	ACTUAL Y.T.D.	DIFFERENCE	Percentage Spent
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$15,077,180.00	\$9,374,306.18	\$5,702,873.82	62.18%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$103,437.00	\$110,449.16	(\$7,012.16)	106.78%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,301,067.00	\$2,872,040.03	\$1,429,026.97	66.78%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$5,000.00	\$0.00	\$5,000.00	0.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$100,000.00	\$105,283.08	(\$5,283.08)	105.28%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$5,006.03	(\$5,006.03)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$318,446.00	\$233,012.28	\$85,433.72	73.17%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$229,312.71	\$77,135.29	74.83%
Total Expenditures		\$24,831,389.00	\$15,987,763.53	\$8,843,625.47	64.39%
Total Revenues		(\$3,916,669.00)	(\$2,774,864.92)	(\$1,141,804.08)	70.85%
Net Difference		\$20,914,720.00	\$13,212,898.61	\$7,701,821.39	63.18%

## Report

**Subject:** Administrative Review of SIU Investigation (SIU #24-OCI-131)  
**From:** Inspector Jamie Taylor  
**To:** The Chair and Members of the Woodstock Police Services Board  
**Date:** September 9th, 2024

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### Recommendation

For Information only.

### Summary

In the evening of March 22, 2024, Woodstock Police Service officers were dispatched to a residence in the area of Dundas Street and Vansittart Avenue in the City of Woodstock for a report of assault and property damage. Officers attended the address and located a man outside the home with visible injuries to his face which included blood around his nose. The man was belligerent with the officers and raised his fists adopting a fighting stance. He was heavily intoxicated and was placed under arrest. In effort to gain control, the man was taken to the ground and placed in handcuffs. The male was transported to Woodstock General Hospital for injuries that were sustained prior to police arrival. The male was diagnosed with a fractured nasal bone. As a result of the fractured nasal bone the Special Investigations Unit (SIU) was notified.

The SIU investigated the incident and determined that there was no criminal conduct by the responding officers. One Subject Official was designated.

This report summarizes the required review pursuant to section 34 of *Ontario Regulation 268/10 of the Police Service Act*.

### Report

On March 22, 2024, Police were dispatched to 288 Dundas Street, in the City of Woodstock for an assault. On arrival police were directed to the rear of the residence where the man responsible for the assault and mischief was standing. Police observed the male with visible injuries to his

face, including blood around his mouth and nose. The male clenched his fists and lunged towards the officer. The officer moved back and made commands to get on the ground. The male continued assaultive behaviour and ignored the officer's directions. The officer took control of the male's arm and took him to the ground where he was able to place handcuffs on him. The male continued to kick and scream and was clearly under the influence of alcohol or drugs. Police contacted EMS to attend and assess the injuries sustained prior to police arrival. The male was transported to the Woodstock Police Service where he was diagnosed with a fractured nasal bone.

WPS notified the Special Investigations Unit (SIU) and the SIU invoked their mandate. One subject official was designated.

On July 19, 2024, the SIU advised, in a letter from the Director, Joseph Martino, the file had been closed and no further action was contemplated. In the Director's view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject official.

*Ontario Regulation 268/10*, section 34 of the *Police Services Act* requires the Chief of Police to cause an investigation into any incident with respect to which the SIU has been notified. The purpose of this investigation is to determine if any changes are required to the policies or procedures of the service. The regulation also requires the police service to report the findings to the Police Services Board.

In the SIU Director's letter dated July 19, 2024, Mr. Martino noted that despite invoking the mandate, they have terminated the investigation into the incident resulting in fractured nasal bone to a male on March 22, 2024. There are no recommendations for any changes to the Service's policies and/or procedures at this time.

#### **Attachments**

Nil

**Prepared By:** Inspector Jamie Taylor

**Approved By:** Chief Rod Wilkinson



## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 01-2024

A by-law governing the proceedings of the Board

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 01-2024

A by-law governing the proceedings of the Board

#### 1. PREAMBLE

##### *Preamble*

- 1.1 WHEREAS section 46(1) of the *Community Safety and Policing Act* provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this *Act*; and
- 1.2 WHEREAS the Police Service Board deems it expedient to pass such a by-law to make rules and regulations governing the orders and procedures of the Board.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### 2. INTERPRETATIONS

For the purposes of this by-law:

##### *Definitions*

- 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Acting Chair*” means the Vice-Chair who shall act as the Chair if the Chair is absent or if the Chair’s position is vacant, pursuant to section 36(2) of the *Act* or as prescribed by section 7 of this by-law;
- 2.3 “*Agenda*” means the document prepared for distribution as prescribed by section 14 of this by-law;
- 2.4 “*Board*” means the Woodstock Police Service Board;
- 2.5 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.6 “*Chief*” means the Chief of Police of the Woodstock Police Service;

- 2.7 “*Committee*” means a Standing or Special Committee of the Board, pursuant to section 42(1)(a) of the *Act*;
- 2.8 “*Conflict of Interest*” means a situation in which a member of a police service board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the police service board pursuant to section 2 of *Ontario Regulation 408/23* made under the *Act*.
- 2.9 “*Closed session*” means a meeting that is closed to the public in accordance with section 44(2) of the *Act*;
- 2.10 “*Delegation*” means an address to the Board or its Committees at the request of a person wishing to speak;
- 2.11 “*Executive Assistant*” means the person who has been appointed to the Executive Assistant position by the Board;
- 2.12 “*Hate speech*” means the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario’s Human Rights Code.
- 2.13 “*Majority vote*” means an affirmative vote of more than one-half of the Members present and voting;
- 2.14 “*Meeting*” means a meeting of the Board or a Committee;
- 2.15 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.16 “*Motion to defer*” means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee;
- 2.17 “*Motion to receive*” means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- 2.18 “*Motion to refer*” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Chief of Police, Executive Assistant or other official or Committee;
- 2.19 “*Motion to table*” means a motion to postpone without setting a definite date as to when the matter will be considered again;

- 2.20 “*Notice of motion*” means a written motion received by the Board, moved by a Member, for inclusion on an agenda of a subsequent meeting of the Board or Committee;
- 2.19 ~~“*Pecuniary interest*” means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;~~
- 2.21 “*Point of order*” means a question by a Member with the view to calling attention to any issue relating to this by-law or the conduct of the Board’s business or in order to assist the Member in understanding the Board’s procedures, making an appropriate motion, or understanding the effect of a motion;
- 2.22 “*Point of privilege or personal privilege*” means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that his or her integrity or that of a Member has been impugned or questioned by a Member;
- 2.23 “*Presentation*” means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- 2.24 “*Quorum*” means a majority of the Members of the Board in accordance with section 43(2) of the *Act*;
- 2.25 “*Recorded vote*” means a written record of the name and vote of every Member voting on any matter or question;
- 2.26 “*City*” means the City of Woodstock;
- 2.27 “*Resolution*” means the decision of the Board on any motion;
- 2.28 “*Service*” means the Woodstock Police Service;
- 2.29 “*Special meeting*” means a meeting, other than a regularly scheduled meeting, called pursuant to section 11 of this by-law;
- 2.30 “*Vice-Chair*” means the Member elected as the Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

### 3. APPLICATION

#### *General Application*

- 3.1 The rules of procedure contained in this by-law shall be observed in all meetings and shall be the rule for the order and dispatch of business before the Woodstock Police Service Board. Except as herein provided, *Bourinot’s Rules of Order* shall be followed for governing and proceedings and conduct of the Members.

<i>Committee Rules</i>	3.2	The rules of procedure contained in this by-law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.
<i>Suspension of Rules and Regulations</i>	3.3	The rules of procedure may be suspended at such time or times and upon such conditions as may be deemed appropriate by a majority vote.
<i>Procedures Not Covered in By-Law</i>	3.4	For any point of order or procedure for which rules have not been provided in this by-law, <i>Bourinot's Rules of Order</i> shall be followed.
<i>Statutes of Ontario to Prevail</i>	3.5	Should any provision of this by-law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
<i>Statutory Requirements</i>	3.6	Notwithstanding anything in this by-law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the <i>Statutory Powers Procedure Act</i> shall govern the proceedings.
<i>Amendments to Rules</i>	3.7	This by-law shall not be amended or repealed except by the concurring votes of the majority of the Members of the Board and a notice of motion to amend this by-law must be delivered to each Board Member and the Executive Assistant at least two weeks prior to the meeting at which the motion to amend is to be considered.

#### **4. ELECTION OF THE CHAIR AND VICE-CHAIR**

<i>Election of Chair</i>	4.1	Pursuant to section 36(1) of the <i>Act</i> , the Board shall elect a Chair at its <del>January</del> <b>first public</b> meeting in each year.
<i>Election of Vice-Chair</i>	4.2	Pursuant to section 36(2) of the <i>Act</i> , the Board shall elect a Vice-Chair at its <del>January</del> <b>first public</b> meeting in each year.
<i>Term</i>	4.3	The Chair and Vice-Chair of the Board shall hold office for a one-year term until their successors are elected in accordance with the <i>Act</i> and this by-law.
	4.4	The Chair and Vice-Chair may be elected for more than one term.
<i>Nominations</i>	4.5	The Executive Assistant shall act as a presiding officer at the election meeting of the Board in each year until the Chair and Vice-Chair are elected and shall call for nominations.
<i>Form of Nomination</i>	4.6	Each nomination shall be made openly and shall have the consent of the nominee and be seconded by another Member.

<i>Eligibility</i>	4.7	A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the election meeting of the Board in each year.
<i>Nominations Closed</i>	4.8	Where it appears to the Executive Assistant, by asking for further nominations and receiving no response, that there are no further nominations, the Executive Assistant shall call for a motion declaring nominations closed.
<i>Speakers</i>	4.9	After nominations have been closed, each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five (5) minutes.
<i>Order of Speakers</i>	4.10	The speakers shall be called upon to address the Board in alphabetical order of the surnames.
<i>Withdrawal</i>	4.11	A nominee may withdraw his or her name at any time prior to the vote being called.
<i>Vote</i>	4.12	A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
<i>Announcement</i>	4.13	When voting is completed, the Executive Assistant shall announce the new Chair.
<i>Election of Vice-Chair</i>	4.14	The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

## **5. DUTIES OF THE CHAIR**

<i>Chair's Duties</i>	5.1	<p>It is the duty of the Chair to:</p> <ul style="list-style-type: none"> <li>(a) Preside at all meetings of the Board so that its business can be carried out efficiently and effectively;</li> <li>(b) Be the spokesperson for the Board;</li> <li>(c) Represent the Board at official functions;</li> <li>(d) Commence the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present;</li> <li>(e) Announce the business before the Board and the order in which it is to be acted upon;</li> <li>(f) Receive and submit, in proper manner, all motions presented by the Members;</li> <li>(g) Put to a vote all motions which are moved or which</li> </ul>
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necessarily arise in the course of the proceedings, and to announce the result;

- (h) Announce the results of the vote on any motions presented for a vote;
- (i) Sit as ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;
- (j) Decline to put to a vote motions which do not comply with this by-law or which are not within the jurisdiction of the Board;
- (k) Maintain order and preserve the decorum of the meeting and decide on all points of order;
- (l) Where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- (m) To permit any question to be asked through the Chair of the Chief of Police of the Woodstock Police Service in order to provide information to assist in any debate when the Chair deems it proper;
- (n) Adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting is required.

<i>Signature</i>	5.2	The Chair and Vice-Chair, or if <del>one</del> <b>both</b> of these Members <del>is</del> <b>are</b> absent, the <del>past Chair</del> <b>Board Member acting as Chair</b> shall authenticate by his or her signature, as required, all documents for and on behalf of the Board including but not limited to by-laws, agreements, resolutions and minutes, which have been approved by the Board.
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## 6. DUTIES OF VICE CHAIR

<i>Vice-Chair Duties</i>	6.1	It is the duty of the Vice-Chair to: <ul style="list-style-type: none"><li>(a) Act in the absence of the Chair and shall have the same authority as the Chair would have if present.</li></ul>
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## 7. ACTING CHAIR

<i>Appointment of Acting Chair</i>	7.1	In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Executive Assistant shall call the Members to order and an Acting Chair
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shall be appointed from among the Members present and he or she shall preside until the arrival of the Chair or the Vice-Chair.

<i>Designation</i>	7.2	The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when he or she leaves the Chair for any reason.
<i>Authority of Acting Chair</i>	7.3	The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this by-law.

## **8. CONDUCT OF MEMBERS**

<i>Conduct of Members</i>	8.1	A code of conduct setting out general standards for acceptable conduct by Members in performance of their duties is located in <i>Ontario Regulation 408/23</i> made under the <i>Act</i> .
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## **9. DUTIES OF THE EXECUTIVE ASSISTANT**

<i>Duties of Executive Assistant</i>	9.1	<p>The duties of the Executive Assistant pertaining to meetings of the Board shall be to:</p> <ul style="list-style-type: none"><li>(a) Serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, Committees of the Board, the media and members of the community;</li><li>(b) Organize meetings, prepare agendas for the meetings, in consultation with the Chair, and ensure their timely distribution;</li><li>(c) Attend all Board meetings and Committee meetings as required;</li><li>(d) Record the minutes of the proceedings at meetings of the Board and Committees of the Board;</li><li>(e) Receive all communications addressed to the Board;</li><li>(f) Upon advice from the Chair, prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;</li><li>(g) Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;</li><li>(h) Other duties as assigned.</li></ul>
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## **10. MEETINGS OF THE BOARD**

- |                                     |      |   |
|-------------------------------------|------|---|
| <i>Regular Meetings</i>             | 10.1 | The regular meetings of the Board shall be held at least four times each year pursuant to section 43(1) of the <i>Act</i> .   |
| <i>Location, Time and Frequency</i> | 10.2 | The Board shall hold its regular meetings in the Woodstock Police Service Boardroom <del>Headquarters</del> at 615 Dundas Street, Woodstock, Ontario, in accordance within the schedule adopted annually by the Board.  |
| <i>Alternative Date and Time</i>    | 10.3 | The Board may cancel the next regular meeting or may change any one or more of its dates, its time or its place, upon the concurring votes of a majority of the Members.  |
| <i>Notice to Members</i>            | 10.4 | Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Assistant to all Members by electronic mail. A hard copy may also be picked up at the front desk at <del>Division 4</del> Woodstock Police Service Headquarters as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.                          |
| <i>Notice to Media and Public</i>   | 10.5 | Notice of all public meetings, cancellations and postponements shall be provided to the public and the media by posting a listing of these on the Board's web page. The Public Agenda to be posted on the seven (7) days before the monthly scheduled meeting, except in extraordinary circumstances pursuant to section 43(6) of the <i>Act</i> . Board Meetings are held the second Monday of each month, unless otherwise announced. |
| <i>Audio Conference</i>             | 10.6 | A Member may make a request of the Chair, at least twenty-four (24) hours before the scheduled commencement of a meeting, that the Member wishes to participate in the meeting by means of audio conferencing if available. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the <i>Act</i> .  |

## **11. SPECIAL MEETINGS OF THE BOARD**

- |                                  |      |   |
|----------------------------------|------|---|
| <i>Special Meeting</i>           | 11.1 | The Chair may at any time, summon a special meeting in accordance with the notice provisions of section 10.4.   |
|                                  | 11.2 | The Executive Assistant may summon a special meeting on the written request, <del>including by electronic means</del> , of the majority of the Members of the Board.  |
| <i>Notice of Special Meeting</i> | 11.3 | Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than twenty-four (24) hours prior to the meeting in accordance with |

section 10.4 of this by-law.

<i>Process to Summons</i>	11.4	A special meeting may be summoned by verbal notice provided that at least two-thirds (2/3) of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the meeting is later ratified by the Board.
<i>Matters Decided at Special Meeting</i>	11.5	At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a majority vote.
<i>Failure to Meet Notice Provisions</i>	11.6	The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.

## **12. EMERGENCY MEETINGS**

<i>Emergency Meeting</i>	12.1	Notwithstanding any other provision of this by-law, an emergency meeting may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Executive Assistant to notify the Members and the public about the meeting as soon as possible and in the most expedient manner available.
<i>Agenda Items</i>	12.2	The only business to be dealt with at an emergency meeting shall be business dealing with the emergency or extraordinary situation.
<i>Member Polling</i>	12.3	At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification.
<i>Failure to Meet Notice Provisions</i>	12.4	The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat.

## **13. QUORUM**

<i>Quorum-Board</i>	13.1	A majority of the Members of the Board constitutes a quorum.
<i>Call Meeting to Order</i>	13.2	As soon after the hour of the meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.

<i>No Quorum at Beginning</i>	13.3	If a quorum is not present within fifteen (15) minutes after the scheduled time of a meeting, then the Executive Assistant shall record the names of the Members of the Board present and the meeting shall stand adjourned until the date of the next meeting of the Board.
<i>Loss of Quorum During Meeting</i>	13.4	If a quorum is lost during a meeting or if there is not a quorum after fifteen (15) minutes, the meeting shall be adjourned.

#### **14. BOARD AGENDAS**

<i>Materials for Agendas</i>	14.1	Except as otherwise provided by this by-law, all correspondence and other communication addressed to the Board which is received by the Executive Assistant at least three (3) business days prior to a regular meeting shall be placed on the agenda and shall be dealt with at the regular monthly meeting as additions to the Agenda.
<i>Redirection of Police Operational Matters</i>	14.2	Where, in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Woodstock Police Service, such communication shall be referred to the Chief of Police for the necessary action without prior reference to the Board.
<i>Agenda</i>	14.3	<p>The Executive Assistant shall prepare the agenda, under the direction of the Chair, for distribution with the routine order of business for regular meetings of the Board to be as follows:</p> <ul style="list-style-type: none"> <li>(a) Call to Order</li> <li>(b) Approval of Agenda</li> <li>(c) Declarations of Pecuniary Conflicts of Interest</li> <li>(d) Approval of Minutes</li> <li>(e) Business Arising from the Minutes</li> <li>(f) Delegations</li> <li>(g) Verbal Reports from the Board Chair</li> <li>(h) Verbal Reports from the Chief of Police</li> <li>(i) Communications/Correspondence</li> <li><del>(j) Media Relations</del></li> <li>(j) Statistics</li> <li>(k) Financial Statements</li> </ul>

- (l) Unfinished Business
- (m) Other Business
- (n) Closed Session
- (o) Motions Arising from Closed Session
- (p) Date of Next Meeting
- (q) Adjournment

<i>Delivery of Agenda</i>	14.4	The Executive Assistant shall cause the agenda to be delivered to each Member at least seventy-two (72) hours before the scheduled time for a meeting the agenda and copies of related materials.
<i>Order of Business</i>	14.5	The business of the Board shall, in all cases, be taken up in the order in which it appears on the agenda, unless otherwise decided by the Board. Any matter on the agenda not decided by the Board shall be placed on the agenda of the next regular meeting of the Board.
<i>Communications/ Correspondence</i>	14.6	Every <b>item of communication/correspondence</b> intended to be presented to the Board or its Committees must be legibly written and must contain the signature and contact address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be a designated contact person to whom the Executive Assistant can communicate on behalf of the Board or a Committee. <b>Communication/correspondence containing hate speech will not be accepted or presented to the Board.</b>
<i>Consent Agenda</i>	14.7	All or several items on the agenda for a meeting containing a recommendation to “receive as information” may be adopted by a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
<i>Introduction of Business Not Included on Agenda</i>	14.8	No business shall be introduced at a meeting which has not been included on the agenda for such meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.

## 15. BOARD MINUTES

<i>Minutes</i>	15.1	The Executive Assistant shall cause minutes to be taken of each meeting of the Board, which shall include: <ul style="list-style-type: none"> <li>(a) The place, date and time of the meeting;</li> </ul>
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- (b) The name of the Chair and the attendance of the Members, the Executive Assistant, senior staff of the Woodstock Police Service, names of presenters and external delegations;
- (c) The confirmation and correction of the minutes of the previous meeting;
- (d) Declarations of **conflicts of** interest;
- (e) All other proceedings of the Board without note or comment.

<i>Approval</i>	15.2	The minutes of each Board meeting shall be presented to the Board for approval at the next regular meeting.
<i>Signature</i>	15.3	After the Board minutes have been approved by the Board, they shall be signed by the Chair and Vice-Chair or In their absence, by the Acting Chair <del>or Past Chair</del> .
<i>Posting of Minutes on Internet</i>	15.4	The approved public minutes of the Board shall be posted on the Board's web page.

## 16. DISCLOSURES OF **CONFLICTS OF** ~~PECUNIARY~~ INTEREST

<i>Method of Disclosure</i>	16.1	Subject to the <i>Conflict of Interest Act</i> , where a Member has any <del>pecuniary</del> <b>conflicts of</b> interest in any matter and is present at an <b>open or closed session</b> Board meeting or Committee meeting at which the matter is the subject of consideration, the Member shall: <ul style="list-style-type: none"> <li>(a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;</li> <li>(b) Not take part in the discussion of, <b>leave the meeting and not</b> <del>or</del> vote on, any question in respect of the matter; and</li> <li>(c) Not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.</li> </ul>
<del><i>Closed Sessions</i></del>	<del>16.2</del>	<del>Where a meeting is closed to the public, in addition to complying with the requirements set out above, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.</del>
<i>Absence – Disclosure at Next Meeting</i>	16.3	Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest at the next meeting at which such Member attends.
<i>Record of Disclosure</i>	16.4	<del>The Executive Assistant shall record in reasonable detail the</del>

~~particulars of any disclosure of pecuniary conflicts of interest made by a Member, and this record shall appear in the Minutes of that particular meeting of the Board or of Committee.~~

The Executive Assistant shall record the declaration of any conflicts of interest and the general nature thereof, where the meeting is open to the public, in the minutes of that particular meeting. Where the meeting is not open to the public, solely the declaration of any conflicts of interest shall be recorded in the minutes of the next meeting that is open to the public.

<i>Conflict of Interest Declaration Form</i>	16.5	Conflicts of Interest must be filed in writing to the Executive Assistant of the Board.
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<i>Conflict of Interest Registry</i>	16.6	The Board will be required to establish a Conflict of Interest Registry administered by the Executive Assistant.
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## **17. RULES OF DEBATE**

<i>General</i>	17.1	All Members of the Board shall exercise their right to debate within the framework set out in these rules.
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<i>Recognition of Member</i>	17.2	To address the Board, a member shall raise his or her hand and be recognized by the Chair and direct all comments through the Chair.
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<i>Order of Speakers</i>	17.3	When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
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<i>Addressing the Chair</i>	17.4	Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.
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<i>Relevancy</i>	17.5	All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.
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<i>Interruptions</i>	17.6	When a Member is speaking, no other Member shall interrupt the Member except to raise a point of order, privilege or personal privilege.
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<i>Read Motion</i>	17.7	A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.
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<i>Speaking to a Question</i>	17.8	No Member shall speak more than once to the same question or motion without leave of the Board Chair.
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<i>Reply</i>	17.9	Notwithstanding section 17.8, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
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<i>Speaking Time</i>	17.10	No Member shall speak to the same question or motion, or in
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reply, for more than five (5) minutes, without leave of the Board Chair.

<i>After Question Put by Chair</i>	17.11	After the question has been put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
<i>Points of Order</i>	17.12	When a Member desires to address a point of order, the Member shall ask leave of the Chair to raise a point of order and, after leave is granted, the Member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair.
<i>Chair to Rule on Point of Order</i>	17.13	Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
<i>Decision Final</i>	17.14	If no Member appeals, the decision of the Chair is final.
<i>Idem</i>	17.15	The Board's decision is final if the Chair is challenged.

## **18. RULES OF VOTING**

<i>General</i>	18.1	All voting, except with respect to the election of the Chair and Vice-Chair, shall be conducted in the manner prescribed by the rules in this section.
<i>Put Question to Vote</i>	18.2	When the Chair is putting a question to vote, no Member of the Board may leave the room or cause any disturbance.
<i>Every Member Votes</i>	18.3	Every Member of the Board, including the Chair, who is present when a question is put shall vote thereon, unless disqualified by a conflict of interest.
<i>Failure to Vote</i>	18.4	The failure to vote by a Member who is not disqualified by a conflict of interest shall be deemed to be a negative vote.
<i>Manner of Vote</i>	18.5	The manner of determining the decision of the Board on a question shall be at the discretion of the Chair and may be by show of hands, voice or otherwise.
<i>Equality of Votes</i>	18.6	Where there is an equality of affirmative and negative votes on any decision, the question shall be deemed to be lost.
<i>Three Members Present</i>	18.7	In the event of conflict of interest when only three (3) Members are present, the matter under consideration will be postponed to the next regular meeting.
<i>By-law Amendment Vote</i>	18.8	A by-law can only be approved when more than fifty percent (50%) of the Board vote in favour of the amendment.

## **19. MOTIONS AND NOTICES OF MOTIONS**

<i>Introduction of Additional Items</i>	19.1	No Member shall introduce any item to the Board for its consideration unless: <ul style="list-style-type: none"><li>(a) The item relates to a matter on the agenda for that meeting;</li><li>(b) The matter is of an urgent nature; or</li><li>(c) Leave is granted on a majority vote.</li></ul>
<i>Must be Seconded</i>	19.2	A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.
<i>Wording</i>	19.3	All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.
<i>Emergency Motion</i>	19.4	Notwithstanding the above, any motion may be introduced for consideration by the Board in a situation deemed to be an emergency by the Chair.
<i>Substantive Motion</i>	19.5	There may be only one substantive motion before the Board at any time.
<i>Motion to Amend</i>	19.6	A motion may be amended during debate provided that the motion to amend is relevant and not in direct opposition to the main question.
<i>Withdrawal</i>	19.7	After a motion has been seconded, it may be withdrawn by the mover and the seconder at any time before a vote is taken.
<i>Refer to Question</i>	19.8	A motion to refer a question shall include the name of the Committee, body or official to whom the question is to be referred.
<i>Direction to Chief</i>	19.9	A direction to the Chief of Police by the Board shall be authorized by resolution of the majority of the Members present.
<i>Deemed Carried</i>	19.10	A motion is deemed carried where a majority of the votes are in the affirmative.
<i>Procedure on Motions</i>	19.11	The procedure on a motion is as follows: <ul style="list-style-type: none"><li>(a) The motion shall be read, moved and seconded, whereupon the motion shall be deemed to be in the possession of the Board. The Chair shall then open debate;</li><li>(b) The motion shall be debated in accordance with section 17;</li></ul>

(c) The question shall be put to the Board by the Chair;

(d) Vote shall be taken in accordance with section 18;

(e) The motion shall be declared carried or lost.

*Chair to Refrain  
as Mover*

19.12 The Chair shall refrain from moving motions.

## **20. OUTSTANDING INQUIRIES AND MOTIONS**

*General*

20.1 Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the minutes of the meeting.

*Follow-Up*

20.2 Following each Board meeting, the Executive Assistant will forward in writing any inquiries or motions requiring action or a subsequent report to the Chief of Police or other person assigned responsibility for responding.

*Written Response*

20.3 The response shall be submitted in writing to the Executive Assistant for inclusion in an upcoming Board agenda.

*Record Keeping*

20.4 ~~The Executive Assistant shall keep a record of all inquiries and motions requiring a response and shall submit a list of outstanding inquiries and motions to the Board on a quarterly basis.~~

## **21. PUBLIC ACCESS TO MEETINGS**

*Meetings Open to  
Public*

21.1 Meetings of the Board shall be open to the public except as provided for in section 44(2) of the Act and this section of the by-law and no person shall be excluded from a meeting open to the public except for improper conduct.

*Closed Sessions*

21.2 A meeting may be conducted in Closed Session pursuant to section 44(2) of the Act if the Board is of the opinion that the subject matter being considered is:

- (a) The security of the property of the Board;
- (b) Personal matters about an identifiable individual, including members of the police service or any other employees of the Board;
- (c) A proposed or pending acquisition or disposition of land by the Board;
- (d) Labour relations or employee negotiations;
- (e) Litigation or potential litigation affecting the Board, including matters before administrative tribunals;

- (f) Advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) Information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosure, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
- (j) A position, plan, procedure criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board;
- (k) Information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclosure if it were contained in a record; or
- (l) An ongoing investigation respecting the Board.

## 22. DELEGATIONS AND PRESENTATIONS

<del>Written Request</del>	<del>22.1</del>	<del>Any person, group of persons or organization wishing to address the Board regarding a matter shall advise the Executive Assistant in writing providing an outline of the nature of the matter to be addressed. All delegations shall only be heard upon the consent of the Board.</del>
<del>Notification</del>	<del>22.2</del>	<del>Upon receipt of the written notice requesting delegation status, the Executive Assistant shall list the delegation on the next appropriate regular meeting agenda and notify the person(s) making the request of the time and place at which the delegation shall have an opportunity to address the Board.</del>
<del>Written Submissions</del>	<del>22.3</del>	<del>Delegations shall file written submissions to the Executive Assistant for prior distribution with the agenda.</del>

<i>Delegation</i>	22.1	This portion of the agenda is to allow anyone desiring to address the Board in person on behalf of himself/herself or otherwise.
<i>Timeline for Request in Writing</i>	22.2	Delegations wishing to address the Board shall make a request in writing to the Executive Assistance ten (10 ) business days prior to the date of the next regular Board meeting.
<i>Subject Matter on Agenda</i>	22.3	If after the agenda is made available to the public seven (7) days prior to the Board meeting, any person who wishes to address the Board on behalf of himself/herself or otherwise with respect to a subject matter listed on the agenda shall make a request to the Executive Assistant <del>ten (10) business</del> five (5) days prior to the date of the next regular Board meeting.
<i>Written Brief</i>	22.4	A person or delegation desiring to address the Board shall attach to their written request a brief submission with sufficient details to reveal the nature of the presentation, including but not limited to any slideshows or PowerPoint presentations, relevant documentation, etc., and decision or action being requested of the Board, so that the request and the brief may be circulated to the members of the Board;
<i>Request for Financial Assistance</i>	22.5	Any delegation making a request for financial assistance of any kind shall submit such request in writing accompanied by sufficient information to enable senior administration to be fully informed for the purpose of assisting the Board. If in the opinion of the Chief of Police, sufficient information is not available in time for the meeting of the Board, the matter may be postponed until sufficient information becomes available for preparation of a senior administration report.
<i>Five Minute Limit</i>	22.6	Any person permitted to address the Board shall be limited to five (5) minutes unless otherwise authorized by the Board not including the time required to respond to questions of the Board.
<del><i>Electronic Presentation</i></del>	<del>22.7</del>	<del>Any person or delegation wishing to show an electronic presentation to the Board at a public meeting shall be required to furnish same to the Executive Assistant ten (10) days prior to the Board meeting;</del>
<i>One Spokesperson</i>	22.8	A delegation shall address the Board through one (1) spokesperson. This person may express different points of view on any matter, but in order to avoid repetition, the Board may decline to hear a repetition of a point of view already expressed.
<i>Same Subject Matter</i>	22.9	No person shall be allowed to appear before the Board a second or subsequent time to address the same subject matter unless; the person is providing new information.

<i>Motion of Majority of Board Members to Speak</i>	22.10	When any person, not being a member of the Board nor an appointed official, desires to address the Board, and has not notified the Executive Assistant in accordance with the provisions of this by-law, he/she shall advise the Executive Assistant prior to the meeting and may be permitted to speak if a motion to that effect is carried by a majority vote of the members present.
<i>Subject Matter of Delegation</i>	22.11	No person or delegation shall be permitted to address the Board with respect to a subject matter that the Board, in accordance with <del>section 35 of the Police Services Act</del> section 44(2) of the Act determines should be considered in a Board meeting that is closed to the public.
<i>Agenda – Delegations</i>	22.12	Each request, submission or presentation received by the Board under delegations shall be dealt with under delegations.
<i>Next Board Meeting – New Business</i>	22.13	The Board may, with unanimous consent, consider the matter requested by the delegation or if unanimous consent is not provided, consideration will be given at the next meeting of the Board under “new business.”

## 23. MEDIA RELATIONS

<i>Board Spokesperson</i>	23.1	Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Board.
<i>Executive Assistant as Resource</i>	23.2	On matters of factual information, administration of the Board, or communicating a decision of the Board in response to any enquiry, the Executive Assistant may act as a resource person on behalf of the Board.
<i>Special Circumstances</i>	23.3	No Board Member shall purport to speak on behalf of the Board unless he or she is authorized by the Board to do so, pursuant to section 12 of <i>Ontario Regulation 408/23</i> .
<i>Communication by Board Members</i>	23.4	A Board Member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion pursuant to section 13 of <i>Ontario Regulation 408/23</i> .
<i>Media Releases</i>	23.5	Media releases shall be approved by the Chair or the Vice-Chair prior to release. Board Members shall receive a copy of the release as soon as possible, once it has been approved.
<i>News Conferences</i>	23.6	News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice-Chair. Whenever possible, Board Members shall be advised of the event prior to its taking place.

## **24. COMMITTEES**

<i>Committees</i>	24.1	Subject to the provisions of section 42(1)(a) of the <i>Act</i> , Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
<i>Ad Hoc Committees</i>	24.2	The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
<i>Board's Role</i>	24.3	The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
<i>General Rules of Committees</i>	24.4	The role of the Committees shall generally be to make recommendations to the Board on matters which are in their jurisdiction.
<i>Committee Chair</i>	24.5	Each Committee shall be Chaired by a Board Member.
<i>Committee Proceedings</i>	24.6	The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable.
<i>Committee Membership</i>	24.7	Members shall be appointed to Committees by the Board and confirmed on an annual basis.
<i>Members' Rights</i>	24.8	Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings. The Chair, as ex-officio, is a member of every Committee.
<i>Sub-Groups</i>	24.9	No sub-groups of Committees shall be established without approval by the Board.

## **25. BY-LAWS**

<i>One Motion</i>	25.1	Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Board may, at the request of a Member, deal separately with any by-law.
<i>Form</i>	25.2	Every by-law, when introduced, shall be in typewritten form and shall comply with the provisions of any relevant legislation.
<i>Reading</i>	25.3	Every by-law of the Board requires only one reading before it may be passed.

*Authentication*      25.4      Every by-law which has been passed by the Board shall be numbered and dated and signed by the Chair and the Vice-Chair and shall be deposited in the files of the Board.

**26.                      ENACTMENT**

*Repeal*                      26.1      By-Law 01-2019, and all other by-laws, sections of by-laws and procedural policies of the Board inconsistent with the provisions of this by-law are hereby repealed.

*Effective Date*              26.2      This by-law shall come into effect on the date of its enactment.

**ENACTED AND PASSED THIS \_\_\_\_ day of \_\_\_\_\_ 2024.**

**WOODSTOCK POLICE SERVICE BOARD**

Chair

---

Ken Whiteford

Vice-Chair

---

Leslie Farrell





## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

#### 1. PREAMBLE

- Preamble*
- 1.1 To provide a framework to cover the payment of reasonable expenses incurred with respect to attendance at conferences, conventions, seminars, workshops, and training course/event approved through the budget under travel and training for expenses incurred outside the City of Woodstock.
- 1.2 To provide direction regarding attendance at the events outlined in section 1.1, all members of the Board are eligible to attend provided the events take place in Ontario. The Chair or Vice-Chair of the Board, or if neither is available, another designated Board member, may attend events organized by the Canadian Association of Police Governance (CAPG). If the CAPG Annual Conference is in Ontario, the Board will determine the number of attendees based on budgetary considerations at the time.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### 2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions*
- 2.1 “Act” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “Board” means the Woodstock Police Service Board;
- 2.3 “Chair” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.4 “City” means the City of Woodstock;

- 2.5 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.6 “*Service*” means the Woodstock Police Service;
- 2.7 “*Vice-Chair*” means the Member elected as Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

### 3. APPLICATION

#### *General Application*

- 3.1 It is the responsibility of the delegate to keep transportation and accommodation at a reasonable cost. This by-law applies to Board Members and persons appointed to committees attending as a representative of the Board.

#### *Expenses*

- 3.2 Expenses include:
- (a) Registration fees of delegate;
  - (b) Actual cost of single room accommodation at the site of the event or within a reasonable distance;
  - (c) Members may choose their own method of transportation provided it does not exceed the most economical method, when possible. If delegate uses a personal automobile, the delegate will be reimbursed for mileage/kilometers as provided in section 3.3 of this by-law;
  - (d) If travelling by train, bus or air fare to and from the site of the conference and/or hotel.

#### *Mileage Allowance*

- 3.3 Effective \_\_\_\_\_ Mileage allowance will be paid in accordance with the rate used by the Woodstock Police Service at the rate of \_\_\_\_\_ per kilometre while travelling outside the City of Woodstock.

#### *Per Diem*

- 3.4 A per diem rate per day based on the CPI is set each year to cover meals, gratuities, and any other expense not covered that is incurred under section 3.2 of this by-law. ~~See Schedule “A” attached to this by-law.~~
- (a) This rate will be paid for the number of days the delegate attends, plus two days for travelling when distance requires arriving the night prior to the start of the conference and staying until the day after.
  - (b) No receipts will be required to claim per diem rate.
  - (c) When travelling out of the country the per diem will be factored at the currency rate of the country of travel.

- (d) The per diem rate will be adjusted annually on January 1 to reflect the increase/decrease in the All-Item Consumer Price Index and set by the City.

<i>Advance Funds</i>	3.5	<del>On five (5) working days notice, The delegate may request advancement of funds, by means of an Expense Report, covering the registration fee, accommodation, and travel costs, except mileage. plus the per diem rate. The per diem rate will be adjusted annually on January 1 to reflect the increase/decrease in the All-Item Consumer Price Index during the previous twelve (12) month period, October to October, taken to the nearest \$1.00 and set by the City.</del>
<del>Single Day Meetings</del> <i>No Reimbursement of Alcohol</i>	3.6	<del>Actual expenses incurred when supported by receipts, where applicable. No reimbursement will be made for the purchase of alcoholic beverages.</del>
<i>Reimbursement of Expenses</i>	3.7	<del>On return the delegate must complete an "Expense Report" form. Receipts for expenses, set out in section 3.2 of this by law, must be supported by a receipt or will not be reimbursed.</del> Actual expenses incurred shall be supported by receipts.
<i>Expense Review Officer</i>	3.8	The Chair is appointed "Expense Review Officer" (ERO) responsible for administering this by-law with respect to Members of the Board, the Chief of Police, and Board Executive Assistant.
	3.9	The Vice-Chair is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Chair of the Board.
	3.10	The Chief of Police is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Deputy Chief of Police.
	3.11	To enable the Chair and Vice-Chair to carry out their responsibilities, all Expense Report forms generated by members of the Board will be submitted to the Executive Assistant of the Board for appropriate distribution.

#### 4. ENACTMENT

<i>Repeal</i>	4.1	By-law 01-2010, by-law 02-2010, and all other by-laws, sections of by-laws and procedural policies of the Board inconsistent with the provisions of this by-law are hereby repealed.
<i>Effective Date</i>	4.2	This by-law shall come into force on the date of its enactment.

ENACTED AND PASSED THIS \_\_\_\_ day of \_\_\_\_\_ 2024.

## WOODSTOCK POLICE SERVICE BOARD

Chair

---

Ken Whiteford

Vice-Chair

---

Leslie Farrell



## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 03-2024

A by-law governing the remuneration of Board Members

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 03-2024

A by-law governing the remuneration of Board Members

#### 1. PREAMBLE

- Preamble* 1.1 To provide remuneration rate of pay per annum for all Members of the Board.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### 2. INTERPRETATIONS

- Definitions* 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Board*” means the Woodstock Police Services Board;
- 2.3 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.4 “*City*” means the City of Woodstock;
- 2.5 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.6 “*Service*” means the Woodstock Police Service;
- 2.7 “*Vice-Chair*” means the Member elected as Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

#### 3. APPLICATION

- General Application* 3.1 Effective **January 1, 2011** remuneration for Board Members will be set at \$\_\_\_\_\_ per annum to **according to schedule “A” and will** be paid on a monthly basis.
- Activities* 3.2 This remuneration includes all activities of Board Members.

*Increases to Remuneration*      3.3      Effective **January 1, 2011** and thereafter, increases to Board Member/**Executive Assistant to the Board** remuneration will be calculated using the same percentage increase as received by Uniform Officers. ~~Members of the Woodstock Police Association.~~

*Board Chair's Remuneration*      3.4      Effective January 1, 2020 and thereafter, the Chair will receive \$500.00 more each calendar year than the remuneration of a Member and in those years in which collective bargaining is conducted, that the Chair receive \$1,000.00 more in those calendar years than the remuneration of a Member.

#### **4.                      ENACTMENT**

*Repeal*                      4.1              By-law 03-2010, and all other by-laws, sections of by-laws and procedural policies of the Board inconsistent with the provisions of this by-law are hereby repealed.

*Effective Date*              4.2              This by-law shall come into force on the date of its enactment.

**ENACTED AND PASSED THIS \_\_\_\_ day of \_\_\_\_\_ 2024.**

#### **WOODSTOCK POLICE SERVICE BOARD**

Chair

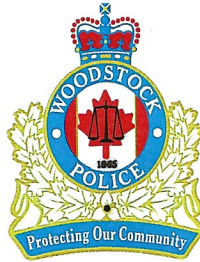
\_\_\_\_\_  
Ken Whiteford

Vice-Chair

\_\_\_\_\_  
Leslie Farrell







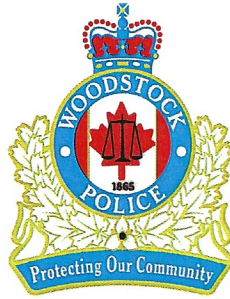
## WOODSTOCK POLICE SERVICES BOARD

### BY-LAW 04-2010

A By-law to authorize the charging of fees to recover the costs of providing police services in response to False Alarms

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## BYLAW 04-2010

A By-law to authorize the charging of fees to recover the costs of providing police services in response to False Alarms.

### 1. PREAMBLE

- 1.1 **WHEREAS** the Woodstock Police Services Board (the "Board") has determined that the Woodstock Police Service (the "Service") responds annually to a large number of calls for service initiated by the activation of alarm systems installed in residential or commercial premises;
- 1.2 **AND WHEREAS** many of the activations of such alarm systems constitute false alarms that do not require a response by the Service;
- 1.3 **AND WHEREAS** costs are incurred unnecessarily by the Board and the Service in responding to false alarms and such responses delay attendance by members of the Service at genuine emergencies;
- 1.4 **AND WHEREAS** the Board seeks to recover part of the costs of responding to false alarms;
- 1.5 **AND WHEREAS**, the Board is authorized to pass by-laws imposing fees or charges on any class of persons for services and activities provided by or done on behalf of the Board;

NOW THEREFORE THE WOODSTOCK POLICE SERVICES BOARD ENACTS AS FOLLOWS:

### 2. INTERPRETATIONS

For the purposes of this By-law:

- Definitions
- 2.1 "Board" means the Woodstock Police Services Board;
- 2.2 "Service" means the Woodstock Police Service;
- 2.3 "City" means the City of Woodstock;
- 2.4 "Alarm Business" means any person or persons or Corporation who engage in the business of installing and/or maintaining Alarm Systems;
- 2.5 "Alarm System" means any device which, when activated, transmits a signal or message to an Alarm Business or initiates a telephonic or recorded message which is designed to be transmitted over regular telephone lines;

- 2.6 "Alarm Subscriber/User" means any person who owns, rents or otherwise occupies premises where an Alarm System is installed and who is responsible for the use and maintenance of the Alarm System and includes a person who pays funds to an Alarm Business in exchange for monitoring of the Alarm System;
- 2.7 "Valid Alarm" is an alarm signal which has been activated for the purpose for which it was installed such as: warning of an attempted or completed criminal offence, or an emergency situation in relation to the premise in which the Alarm System is installed;
- 2.8 "At Fault False Alarm" means the activation of an Alarm System where, in the opinion of the Chief of Police of the Service or his/her designate, no emergency or of evidence of criminal activity exists at the premises at which the Alarm System is installed and includes:
- (a) The activating or testing of an alarm without prior notification, and approval of the Officer in charge of the Woodstock Police Service.
  - (b) An alarm due to mechanical failure or improper installation, an alarm caused by negligence or carelessness of an Alarm Business, the alarm installer, the Alarm Subscriber/User, or his/her agent or employee.
  - (c) An alarm activated due to internal or external vibrations.
  - (d) Includes an alarm where a member of the Service was en route and the alarm response was canceled prior to the member's arrival.
- 2.9 "No Fault" False Alarm is an alarm that prompts a police response to a premise where an emergency does not exist and the alarm was triggered by natural causes or conditions beyond the control of the alarm user which may include an alarm actually or apparently activated by atmospheric conditions, excessive vibrations or extended power failure;
- 2.10 "Normal Business Hours" is the period during which any premise is open for business and includes one hour prior to opening and one hour after closing. This time will be obtained from the reporting alarm business;
- 2.11 "Verification" occurs when the alarm business establishes whether or not a police response is required by first contacting their subscriber to confirm, when possible if the alarm is genuine;
- 2.12 "Non-Residential Premises" means lands, buildings, or structures used or designated or intended for other than residential use;
- 2.13 "Residential Premises" means any building used or intended residence of one or more individuals.



### 3. REGISTRATION

- |                                    |     |  |
|------------------------------------|-----|--|
| <i>Police Response</i>             | 3.1 | Each alarm system within the City of Woodstock to which a police response to an alarm is desired, must be registered with the Woodstock Police Service.  |
| <i>Acceptance of Registrations</i> | 3.2 | Alarm registrations will be accepted only from alarm companies, unless in extenuating circumstances and approved by the Alarm Coordinator the alarm registration will be accepted from the Alarm Subscriber/User.  |
| <i>Yearly Registration Date</i>    | 3.3 | Alarms must be registered by January 31 of each year in order to ensure continued police response to alarm calls.  |
| <i>Annual Fee</i>                  | 3.4 | <p>The fee for the annual non-refundable registration is in accordance with the schedule listed hereunder. This fee schedule will be reviewed periodically in accordance with policy established by the Woodstock Police Services Board. For the year 2000 and every subsequent year thereafter:</p> <ul style="list-style-type: none"><li>&gt;\$50.00 for all alarm monitored household and other non-commercial premises</li><li>&gt;\$50.00 for all alarm monitored business and commercial premises</li><li>&gt;\$50.00 for all alarm monitored business and commercial premises (e.g. Automatic Teller Machines. (A.T.M.'s)</li></ul> |
| <i>Alarm Identification Number</i> | 3.5 | Every alarm subscriber/user or approved variance, as set out in subsection 3.2 wishing a police response to alarms will ensure that their alarm system is registered each year with the Woodstock Police Service in accordance with the Alarm Registration Policy. The alarm identification number assigned by the Service to each registered alarm system, alarm subscriber/user must be provided to police when reporting activated alarms.  |

### 4. ALARM VERIFICATION

- |  |     |   |
|--|-----|---|
| <i>Verification Requirements</i>         | 4.1 | Verification is required for all intrusion alarms or alarms to automatic banking machines which occur during the normal business hours of the premise involved. The alarm business is responsible for verifying these types of alarms.  |
| <i>Examples of Verification Requests</i> | 4.2 | <p>Verification may also be requested by the officer responding or the Officer in charge of the Woodstock Police Service when:</p> <ul style="list-style-type: none"><li>a) An intrusion alarm is activated during normal business hours or when it is normally expected that authorized persons are or should be in the building.</li><li>b) When the alarm is activated more than once during a responding officer's tour of duty and the alarm is obviously malfunctioning.</li><li>c) When several alarms are activated during a short period of time during an electrical storm.</li></ul> |

### 5. REGISTRATION PROCESS

- |                         |     |   |
|-------------------------|-----|---|
| <i>Responsibilities</i> | 5.1 | It is the responsibility of the alarm business or alarm monitoring station to notify their customers of this policy. The Woodstock Police Service will not directly contact individual alarm subscribers/users. |
|-------------------------|-----|---|

*Collection of  
Registration Fees  
& Registration  
Form*

- 5.2 Registration fees must be collected by the alarm business, alarm monitoring companies on behalf of their clients and forwarded together with a completed Woodstock Police Service Registration Form for each alarm subscriber/user to the Woodstock Police Service, 615 Dundas Street, Woodstock, Ontario, N4S 1E1, attention to the Alarm Coordinator.

*Alarm Registry &  
Identification  
Numbers*

- 5.3 Upon receipt of the prescribed registration fee and the Alarm Registration Form, the alarm subscriber/user will be added to the Woodstock Police Service Registry. An identification number will be assigned by the Woodstock Police Service to each registered alarm subscriber/user. A list of registered alarm subscriber/user with identification numbers will be returned to the alarm business together with a receipt for payment.

## **6. FAILURE TO REGISTER ALARM SUBSCRIBER/USER**

*NON-RESPONSE  
by Police*

- 6.1 Failure to register an alarm subscriber/user with the Woodstock Police Service will result in NON-RESPONSE by police to a reported alarm, unless the premise has been entered or found to be suspicious in nature upon arrival of an individual or company representative who reports information to the police.

## **7. NOTICES**

*Special Caution*

- 7.1 **"SPECIAL CAUTION NOTICE"** means a document which may be issued to an Alarm Business, and/or an Alarm Subscriber/User, after four (4) "at fault false alarms" at a given location within one calendar year (365 days). The document shall indicate the premises' identification number, premises' name and address, date of the at fault false alarms, the incident numbers, and reasons the at fault false alarms were classified as such.

*Suspension*

- 7.2 **"SUSPENSION NOTICE"** means a document which may be issued to an Alarm Business and/or an Alarm Subscriber/User after five (5) "at fault false alarms" which suspends response to any subsequent alarm at the specified location fourteen (14) days after the date of such Notice for a period of one calendar year (365 days), subject to the suspension program in effect.

*Re-instatement*

- 7.3 **"RE- INSTATEMENT"** A Suspension Notice may be rescinded at the discretion of the Chief of Police of the Service or his/her designate if the Alarm Business or Alarm Subscriber/User through the Alarm Business or directly if the premise is an approved variance, provides in writing to the Service reasons why there were "at fault false alarms", how the problem which activated the alarms was corrected and a statement that the Alarm System is now in good working order, together with a non-refundable fee for reviewing the request of \$100.00. In the event of acceptance of such valid reasons, the premises will be reinstated to the status of issuance of a Special Caution Notice for a period of one calendar year (365 days). A Re-Instatement Notice Form will be issued to the alarm business.

## **8. GENERAL**

*Payment of Fees*

- 8.1 Any fee and any applicable taxes pursuant to this By-Law will be payable to the Service within thirty (30) days of the date of the invoice for such fee.



<i>Interest on Unpaid Fees</i>	8.2	Interest on any unpaid fees or charges will be charged at a rate of two percent (2%) per month, compounded monthly.
<i>Method of Payment</i>	8.3	Any fees or charges shall be paid by cash, certified cheque or non-certified cheque in the discretion of the Chief of Police of the Department or his/her designate.
<i>Register prior to Initial Activation</i>	8.4	Any Alarm Business shall register with the Chief of Police of the Service or his/her designate any Alarm System prior to initial activation of the Alarm System. No police response will be initiated to any non registered alarm system.
<i>Automatic Teller Machine</i>	8.5	An alarm activated from an Alarm System attached to an automatic teller machine being the property of a financial institution, whether situated at such institution or at another premises when activated, and determined to be an "at fault false alarm", will be tabulated to the automatic teller machine itself and will not be tabulated to the remote premises or the Financial Institution premises.
<i>Automatic Dial System &amp; Medical Panic Alarm</i>	8.6	When an alarm is reported by way of an automatic dial system, no police response will be initiated unless, it is a premise where approval has been given by the Alarm Coordinator and is a registered alarm. No fee will be charged for response to a medical panic alarm and a response will be initiated.
<i>Response Time</i>	8.7	It is recognized that the Woodstock Police Service cannot guarantee an immediate police response and any such response will be contingent upon resources available.
<i>HOLD UP Alarm</i>	8.8	The Alarm Reduction Policy will NOT be applicable to any banking or financial facility when what is commonly known as a HOLD UP Alarm has been activated during normal business hours.
<i>Suspension Notice &amp; Non-Refundable Restoration Fee</i>	8.9	An alarm subscriber/user who has received from the Woodstock Police Service through their Alarm Business a Suspension Notice may have police response to alarms restored to the affected premise by paying a non-refundable fee of \$100.00 to the Woodstock Police Service, 615 Dundas Street, Woodstock Ontario, N4S 1E1, to the attention of the Alarm Coordinator. Once the sum has been paid, along with a letter explaining how the alarm malfunction has been corrected, a reinstatement notice will be issued and police response to alarms will resume. The fee to be paid and the accompanying letter is to be submitted through the Alarm Business or directly if the premises is an approved variance.
<i>Suspension Appeal</i>	8.10	Alarm Business, Alarm Subscribers/Users can appeal the suspension to the Alarm Coordinator.

## 9. ENACTMENT

<i>Repeal</i>	9.1	By-law No. 2006-03-99 and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed.
<i>Effective Date</i>	9.2	This By-law shall come into force on the date of its enactment.

ENACTED AND PASSED THIS 12<sup>TH</sup> DAY OF JULY 2010.

**WOODSTOCK POLICE SERVICES BOARD**


Chair



---

Michael Harding

Vice Chair



---

Nelson Simard





## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 05-2024

A by-law to provide for the retention period and schedules for destruction of records, returns, books, and accounts kept and made by the Police Service Board or the members thereof

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 05-2024

A by-law to provide for the retention period and schedules for destruction of records, returns, books, and accounts kept and made by the Police Service Board or the members thereof

#### 1. PREAMBLE

- Preamble*
- 1.1 WHEREAS it is the policy of the Woodstock Police Service Board to manage, preserve, and dispose of its records in accordance with the requirements of applicable legislation governing the collection, security, retention, use, disclosure, and destruction of records and the administrative procedures outlined herein; and
- 1.2 WHEREAS all correspondence and documents received on behalf of the Board are deemed to be Board records under this policy. Board records include, but are not limited to, paper documents, tapes, and electronic files.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### 2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions*
- 2.1 “*Board*” means the Woodstock Police Service Board;
- 2.2 “*City*” means the City of Woodstock;
- 2.3 “*Record*” means any record of information, however recorded, whether in printed form, electronic means or otherwise.

#### 3. APPLICATION

- Schedule for Retention*
- 3.1 That the attached Schedule “A” – City of Woodstock Records Retention Schedule, be adopted as the schedule for the retention and/or destruction of records for the Board. **Furthermore, the attached Schedule “B” includes modifications to the City’s**

**Records Retention Schedule and additional class codes  
pertaining to the Board.**

<i>Management of Electronic Records</i>	3.2	The Board Executive Assistant shall ensure the efficient management of electronic records by maintaining an accurate and up-to-date document register and an electronic index of Board Minutes to facilitate quick document retrieval.
	3.3	The Board Executive Assistant shall ensure that any electronic devices acquired by the Board for their usage and possession, which contain the records of the Board, are properly maintained and returned to the Board at the conclusion of their employment contract with the Board.
<i>Records Storage</i>	3.34	Records of the Board will be stored on site at Police Headquarters, 615 Dundas Street, Woodstock, Ontario, N4S 1E1, unless otherwise determined by the Board, and under the custody and control of the Board Executive Assistant or designate of the Board.
<i>Retention Beyond Time Period Specified</i>	3.45	Retention of a record, for historical reasons, beyond the time period specified in the schedule of retention may be authorized by the Board or its designate.
<i>Requests for Board Records</i>	3.56	Minutes of public meetings are posted on the Board's web page. Requests for other Board records shall be made to the Board Executive Assistant. All in-camera records are deemed to be confidential and shall not be disclosed without prior consultation with the Chair of the Board.
<i>Conflicting Categories</i>	3.7	If a record or document can be classified under multiple categories, the category with the longer retention period shall take precedence.
<i>Destruction</i>	3.68	Destruction of the original record or copies shall be by shredding, and under the supervision of the Board Executive Assistant and/or the Chair or person delegated by the Chair. Every person in possession of in-camera Board records shall be responsible for their proper use, storage and destruction.

**4. ENACTMENT AND REPEAL**

<i>Repeal</i>	4.1	By-law 05-2010 and all other by-laws and procedural policies of the Board inconsistent with the provisions of this by-law are hereby repealed.
	4.2	By-law 04-2010 False Alarms is hereby repealed.
<i>Effective Date</i>	4.23	This by-law shall come into force on the date of its enactment.

**ENACTED AND PASSED THIS \_\_\_\_ day of \_\_\_\_\_ 2024.**

**WOODSTOCK POLICE SERVICE BOARD**

Chair

---

Ken Whiteford

Vice-Chair

---

Leslie Farrell



**WOODSTOCK POLICE SERVICE BOARD  
BY-LAW NO. 05-2024  
SCHEDULE "A"**

Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
Section:	<b>The schedule</b>	Page:	1 of 92
Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
A	<b>ADMINISTRATION</b> Includes records regarding routine administration and office service functions.			
A01	<b>ASSOCIATIONS AND ORGANIZATIONS</b> Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as Drayton & Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: <ul style="list-style-type: none"> <li>Membership Fees - see F01</li> </ul>	1		
A02	<b>STAFF COMMITTEES AND MEETINGS</b> Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. Excludes: <ul style="list-style-type: none"> <li>Council Minutes and Agenda - see C03-C04.</li> <li>Standing Committees - see C05-C06.</li> <li>* Health &amp; Safety Committee Meetings – see H04</li> </ul>	4**		
A03	<b>COMPUTER SYSTEMS AND ARCHITECTURE INFORMATION</b>	S+6		

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**The Ontario Municipal Records Management System**

Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
Section:	<b>The schedule</b>	Page:	2 of 92
Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>Includes records relating to the design of computer systems, system changes 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 product evaluations. May also include requests for significant modification, fixes and upgrades.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Reports - file by subject</li> <li>• Acquisitions - see F18</li> </ul>			
A04	<p><b>CONFERENCES AND SEMINARS</b></p> <p>Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Speeches and Presentations - see M08</li> <li>• Accommodation &amp; Travel Arrangements – see A13</li> <li>• Employee and Council Expenses - see F09</li> <li>• Ceremonies and Events - see M02</li> </ul>	1**	archival review if sponsored by the Municipality	

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
Section:	<b>The schedule</b>	Page:	3 of 92
Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Invoices - see F01</li> <li>Rental Agreements - see L14.</li> </ul>			
A05	<b>CONSULTANTS</b> Records contained should be filed in other classification categories. For: <ul style="list-style-type: none"> <li>Reports - file by subject</li> <li>Consulting relationship management and evaluation – see A15</li> <li>Project based monitoring of consultant activities- see project file</li> <li>Procurement, Quotations and Tenders - see F18</li> <li>Invoices - see F01</li> </ul>	2**		
A06	<b>INVENTORY CONTROL</b> Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels. Excludes: <ul style="list-style-type: none"> <li>Assets - see F06</li> <li>Controlled Drug Substances – see S18</li> <li>Petroleum Products – see E24</li> </ul>	6		

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified



Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
Section:	<b>The schedule</b>	Page:	4 of 92
Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
A07	<b>OFFICE EQUIPMENT AND FURNITURE</b> Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: <ul style="list-style-type: none"> <li>Computer Hardware and Software - see A03</li> <li>Service Agreements - see L14</li> <li>Assets - see F06</li> </ul>	E	E= Disposal of item	
A08	<b>OFFICE SERVICES</b> Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	1		
A09	<b>POLICIES AND PROCEDURES</b> Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance, and operational processes.	S+15**	Long term care = permanent	g046 g059 g060 g062, g125 g148

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
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Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
				g155
A10	<b>RECORDS MANAGEMENT</b> Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations. Excludes: <ul style="list-style-type: none"> <li>Retention By-Law - see C01</li> <li>Policies and Procedures - see A09</li> <li>Records Disposition - see A11</li> </ul>	S		
A11	<b>RECORDS DISPOSITION</b> Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P		common practice: Electronic record as documentary evidence

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**The Ontario Municipal Records Management System**

Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
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Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
A12	<b>TELECOMMUNICATIONS SYSTEMS</b> Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: <ul style="list-style-type: none"> <li>Licenses - see P09</li> <li>Assets - see F06</li> <li>Long Distance Call Records - see, F01</li> <li>Agreements - see L04 or L14</li> </ul>	S		
A13	<b>TRAVEL AND ACCOMMODATION</b> Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: <ul style="list-style-type: none"> <li>Employee and Council expenses – see F09</li> </ul>	1		
A14	<b>UNIFORMS AND CLOTHING</b> Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.	S**		

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Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
A15	<b>VENDORS AND SUPPLIERS</b> Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidder's information sheets. Excludes: <ul style="list-style-type: none"> <li>Purchase Orders and Requisitions - see F17</li> <li>Office Equipment - owned and leased - see A07</li> <li>Fleet Management - see V01</li> </ul>	2	Any financial information must be kept for 7 years	
A16	<b>INTERGOVERNMENTAL RELATIONS</b> Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). 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. Excludes: <ul style="list-style-type: none"> <li>Legislation – see L10/L11</li> </ul>	5**		
A17	<b>INFORMATION ACCESS AND PRIVACY</b> Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses	2		g071

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Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	to FOI requests made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/ processing. Also includes lists of Personal Information Banks (PIB's)  Excludes: <ul style="list-style-type: none"> <li>Copies of the Act - see L11</li> <li>Non MFIPPA Complaints and Inquiries - see M04</li> </ul>			
A18	<b>SECURITY</b>  Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys and closed-circuit television (CCTV) output. Excludes: <ul style="list-style-type: none"> <li>Vandalism Reports- see P05</li> <li>Computer Security - see A03</li> </ul>	5		
A19	<b>FACILITIES CONSTRUCTION AND RENOVATIONS</b>  Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality. Excludes: <ul style="list-style-type: none"> <li>As-Builts and drawings – see A27</li> </ul>	E+ 2	E= project finished and no outstanding issues	g073, g059

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Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
A20	<b>BUILDING AND PROPERTY MAINTENANCE</b> Includes records 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, office cleaning and pest control as well as licenses for devices such as elevators. Excludes: <ul style="list-style-type: none"> <li>Parks Management - see R04</li> <li>Building Systems – see A26</li> </ul>	5 Setup tests and manuals = E + 1 year	E= equipment removed	g049 g099 g123 g160
A21	<b>FACILITIES BOOKINGS</b> Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	1		
A22	<b>ACCESSIBILITY OF SERVICES</b> Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: <ul style="list-style-type: none"> <li>Report on services – see A25</li> </ul>	P		g010
A23	<b>INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL</b>	2		

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Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.			
A24	<b>ACCESS CONTROL AND PASSWORDS</b> Records related to the management of and access to programs. Includes individual access, password management, etc.	S		
A25	<b>PERFORMANCE MANAGEMENT/QUALITY ASSURANCE</b> Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Reports, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry. Excludes: <ul style="list-style-type: none"> <li>Employee performance appraisal - see H03</li> <li>Council Goals &amp; Objectives - see C08</li> <li>Financial Regulatory Reporting, FIR and MPMP- see F27</li> </ul>	6		g110

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Primary Heading: Administration				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
A26	<b>BUILDING STRUCTURE SYSTEMS</b> Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/ technical manuals and warranties; inspection and testing reports; approve life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems	Supersede d or life of system/ asset		g046 g100
A27	<b>DRAWINGS</b> Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Supersede d or life of system/ asset		g073 g141

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Primary Heading: Council and By-Laws				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
C	<b>COUNCIL, BOARDS AND BY-LAWS</b> Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.			
C01	<b>BY-LAWS</b> Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.	P		g090 g131
C02	<b>BY-LAWS - OTHER MUNICIPALITIES</b> Includes final versions of by-laws of other municipalities which are of interest.	S		
C03	<b>COUNCIL AGENDA</b> Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	S+5		
C04	<b>COUNCIL MINUTES</b> Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. Excludes: • Council Committees - see C05, C06.	P  Working notes = 6, copies = 2	Copy retention 2 years Working notes 6 years	g131

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Primary Heading: Council and By-Laws				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Reports to Council - see C11.</li> </ul>			
C05	<b>COUNCIL COMMITTEE AGENDA</b> Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	S		
C06	<b>COUNCIL COMMITTEE MINUTES</b> Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	6**		g015
C07	<b>ELECTIONS</b> Includes returned notices, lists of officials, initial MPAC and amended voters' lists, changed of name applications, nominations, notices, ballots, election results, preliminary voters lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination document, oaths taken by council members and information on ward boundaries. Includes advertising.	E+4 years Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day	g069, g070
C08	<b>GOALS AND OBJECTIVES</b> Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability housing plan, and growth plan submissions prepared for the Ministry.  Excludes: <ul style="list-style-type: none"> <li>Environmental Planning – see D03</li> </ul>	10**		g052 g159

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Primary Heading: Council and By-Laws				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Official Plan – see D08</li> </ul>			
C09	<b>MOTIONS AND RESOLUTIONS</b> Includes final signed versions of resolutions and motions of Council.	P	Copy retention 1 year	g131
C10	<b>MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES</b> Includes final versions of motions and resolutions of other municipalities which are of interest.	S		
C11	<b>REPORTS TO COUNCIL</b> Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	P		
C12	<b>APPOINTMENTS TO BOARDS AND COMMITTEES</b> Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	P		g131
C13	<b>ACCOUNTABILITY, TRANSPARENCY &amp; GOVERNANCE</b> Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	2		g059

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
D	<b>DEVELOPMENT AND PLANNING</b> Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.			
D01	<b>DEMOGRAPHIC STUDIES</b> Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.  Excludes: <ul style="list-style-type: none"> <li>Vital Statistics - see L12.</li> </ul>	10**		
D02	<b>ECONOMIC DEVELOPMENT</b> Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.  Excludes: <ul style="list-style-type: none"> <li>Demographic Studies - see D01.</li> <li>Residential Development - see D04.</li> <li>Tourism Development - see D06.</li> <li>Industrial/Commercial Development - see D21.</li> </ul>	10**		
D03	<b>ENVIRONMENT PLANNING</b>	15**		g008

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Environmental Monitoring - see E05, E13 - E15.</li> <li>• Waste Management - see E07.</li> <li>• Source Water Protection Committee – see E20</li> </ul>			g016 g068 g146  g156
D04	<b>RESIDENTIAL DEVELOPMENT</b> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.</p>	10**		
D05	<b>NATURAL RESOURCES PLANNING</b> <p>Includes records regarding the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Tree maintenance- see E04</li> </ul>	5**		

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Natural Resources Management and Preservation – see E18</li> </ul>			
D06	<b>TOURISM DEVELOPMENT</b> 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.	10**		
D07	<b>CONDOMINIUM PLANS</b> Includes records regarding the pre-consultation and approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	P Applications = 2 years after final decision		
D08	<b>OFFICIAL PLANS</b> Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	P		g090
D09	<b>OFFICIAL PLAN AMENDMENT APPLICATIONS</b> Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application notices, resolutions and decisions.	E+5	E= Final decision or reflected in revised official plan	

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
D10	<b>SEVERANCES</b> Includes records regarding the granting of severances to parcels of land including application for severance.	E+6	E= land titles registration	g133
D11	<b>SITE PLAN CONTROL</b> Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes: <ul style="list-style-type: none"> <li>Systems for Servicing Land – see relevant subject.</li> <li>Site Plan Agreements – see L04.</li> </ul>	P	Application = 2 years after final decision	
D12	<b>SUBDIVISION PLANS</b> Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. Excludes: <ul style="list-style-type: none"> <li>Subdivision Agreements - see L04.</li> </ul>	P	Application = 2 years after final decision.	
D13	<b>VARIANCE APPLICATIONS</b>	P		

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.  Excludes: <ul style="list-style-type: none"> <li>Budget Variances - see F05.</li> </ul>			
D14	<b>ZONING</b> Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.  Excludes: <ul style="list-style-type: none"> <li>Zoning By-Laws - see C01.</li> <li>Variances - see D13.</li> </ul>	E+2	E= Final decision	
D15	<b>EASEMENTS</b> Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.  Excludes: <ul style="list-style-type: none"> <li>Original Agreements - see L04.</li> </ul>	E+6**	E= Termination of right	g133
D16	<b>ENCROACHMENTS</b> Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	E+6**	E= Termination of right	g133

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Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>Excludes:</p> <ul style="list-style-type: none"> <li>Original Agreements - See L04.</li> <li>Original Encroachment By-Laws - see C01.</li> </ul>			
D17	<p><b>ANNEXATION/AMALGAMATION</b></p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.</p>	P		
D18	<p><b>COMMUNITY IMPROVEMENT</b></p> <p>Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Economic Development - see D02.</li> </ul>	E+6**	E= Completion of project	
D19	<p><b>MUNICIPAL ADDRESSING</b></p> <p>Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.</p>	S+10**		

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
D20	<b>REFERENCE PLANS</b> Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	P		
D21	<b>INDUSTRIAL/COMMERCIAL DEVELOPMENT</b> Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> <li>Agricultural Development – see D23</li> </ul>	10**		
D22	<b>DIGITAL MAPPING</b> Includes all records used to produce maps and updates in a digital format as in a GIS.	S	Excludes actual data residing on these systems.	
D23	<b>AGRICULTURAL DEVELOPMENT</b> Includes all records regarding development of agricultural growth.	10**		
D24	<b>OFFICIAL PLAN BACKGROUND</b> Includes reports pertaining to amendments and changes to the Official Plan.	E+5	E= final decision	

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
D25	<b>DEEMING PROCESS</b>  Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	E+2 years	E= final decision	
D26	<b>DEVELOPMENT CHARGES STUDY</b>  Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	10**		g128
D27	<b>PART LOT CONTROL</b>  Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	E+5	E= final decision	

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
E	<b>ENVIRONMENTAL SERVICES</b> Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.	1		
E01	<b>SANITARY SEWERS</b> Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Excludes: <ul style="list-style-type: none"> <li>Waste Management - see E07.</li> <li>Storm Sewers - see E02.</li> <li>Treatment Plants - see E03.</li> <li>MOE Approvals – see E21</li> <li>Drawings/ As BUILTs and specifications – see A27</li> </ul>	E+2 Specifications = life of the asset as per A27	E= project completed and no outstanding issues	g059 g073 g089
E02	<b>STORM SEWERS</b> Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water. Excludes: <ul style="list-style-type: none"> <li>Drawings/ As BUILTs and specifications – see A27</li> </ul>	E+2 Specifications = life of the asset as per A27	E= project completed and no outstanding issues	g059 g073

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
E03	<b>TREATMENT PLANTS (Wastewater Treatment and Collection Systems)</b> Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator in charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.)) Also includes facility classification certificate and license to operate.  May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.  Excludes: <ul style="list-style-type: none"> <li>Private Sewage Disposal Systems – see E12</li> <li>Drawings/ As Built and specifications- see A27</li> </ul>	E+ 5  Specifications = life of the asset as per A27 Plans = cease to apply + 2	E= report made or equipment decommissioned	g008 g059 g073 g082 g089 g152
E04	<b>TREE MAINTENANCE</b> Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	5		g089
E05	<b>AIR QUALITY MONITORING</b> Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog or gaseous impurities. Also includes claims and compliance orders.	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of	g008, g089

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>Excludes:</p> <ul style="list-style-type: none"> <li>Water Quality – see E13 to E15</li> <li>By-Law Enforcement - see P01.</li> <li>Complaints and Inquiries - see M04.</li> <li>Land Quality Monitoring – see E23.</li> </ul>		person appointed under s. 5	
E06	<p><b>UTILITIES</b></p> <p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Site Plans - see D11.</li> </ul>	5**		
E07	<p><b>WASTE MANAGEMENT</b></p> <p>Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collections and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste receptions and inspection records, dust suppression records and closure reports.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Sanitary Sewers - see E01.</li> </ul>	<p>10 or cease to apply + 10**</p> <p>Post landfill site closure documentation = closure + 25</p>		g008 g037 g038 g039 g041 g042 g073 g089 g112 g117

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Environment Planning - see D03.</li> <li>Private Sewage Disposal Systems – see E12</li> <li>Annual reports on blue boxes, recycling program, etc. – see A25.</li> </ul>			g121 g138
E08	<p><b>WATER WORKS (Drinking Water Plant)</b></p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment records, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts &amp; site-specific distribution-related work (i.e. water meters, curb stops, etc.))</p> <p>May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential and disinfection equipment continuous performance records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Water Pumping Stations – E03</li> <li>Drawings/ As Builts and specifications – see A27.</li> </ul>	S+15  Specifications =P as per A27		g073 g082 g089 g082 g108 g111
E09	<p><b>DRAINS</b></p> <p>Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer</p>	5**		g073 g082

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants. Excludes: <ul style="list-style-type: none"> <li>Drawings/ As Builts and specifications – see A27</li> </ul>	Specifications =P as per A27		
E10	<b>PITS AND QUARRIES</b> Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: <ul style="list-style-type: none"> <li>License/permits – see P09</li> </ul>	S+5** Specifications =life of pit or quarry	Specifications are kept for the life of the pit or quarry.	g073 g082
E11	<b>NUTRIENT MANAGEMENT</b> Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records. Excludes: <ul style="list-style-type: none"> <li>Strategy/ plan review – see A25</li> </ul>	S+5** or expiry of plan + 2 years	E = expiry of plan	g129

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
E12	<b>PRIVATE SEWAGE DISPOSAL SYSTEMS</b> Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	S+7** Specifications =life of system		g037 g082 g129
E13	<b>WATER MONITORING</b> Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents. Excludes: <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05      Land Quality Monitoring – see E23</li> <li>• By-Law Enforcement - see P01.</li> <li>• Complaints and Inquiries - see M04</li> <li>• Annual report – see A25</li> </ul>	Created, approved, or plan no longer in force + 15		g008 g016 g082 g089 g108 g110 g111 g115
E14	<b>WATER SAMPLING</b>	Created, approved, or		g008

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>Includes hydrocarbon records, Water and Wastewater routine sampling and determination results, system effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation &amp; Procedures/Requirements). Includes phosphorous content records, hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• By-Law Enforcement - see P01.</li> <li>• Complaints and Inquiries - see M04</li> <li>• Facilities Routine water use, monitoring &amp; testing – see P21.</li> </ul>	<p>plan no longer in force +15</p> <p>Child care facility plumbing flush and water testing = 6</p>		<p>g016</p> <p>g082</p> <p>g089</p> <p>g108</p> <p>g110</p> <p>g111</p> <p>g115</p>
E15	<p><b>CHEMICAL SAMPLING OF WATER</b></p> <p>Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> </ul>	<p>Created, approved or plan no longer in force + 15</p>		<p>g008</p> <p>g016</p> <p>g089</p> <p>g108</p> <p>g111</p>

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>By-Law Enforcement - see P01.</li> <li>Complaints and Inquiries - see M04</li> <li>Facilities Routine water use, monitoring &amp; testing – see P21</li> </ul>			g110
E16	<b>BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL</b> Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	S+15		g008, g089, g082, g108, g111, g110,
E17	<b>ENERGY MANAGEMENT</b> Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	E+7	E = End of reporting period to which relates	
E18	<b>NATURAL HERITAGE</b> Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and	E + 3	E = end of designated year	g057, g072, g089

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Natural Resource Planning – see D05.</li> <li>• Tree Maintenance - see E04.</li> <li>• Conservation district plans – see R01.</li> <li>• Archaeological and heritage site investigation reports- see R01</li> </ul>			
E19	<p><b>RENEWABLE ENERGY</b></p> <p>Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports of hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.</p>	Created, approved or facility no longer in force + 15		g060
E20	<p><b>SOURCE WATER PROTECTION</b></p> <p>Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes.</p>	Created, approved or facility no longer in force +15		g016 g060

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Excludes: <ul style="list-style-type: none"> <li>• Risk Management Plans and/or Assessments - see D03</li> <li>• Prohibition Notices and Orders – see P20</li> <li>• Contracts and Agreements - Simple (Not Under Seal) – see L14</li> <li>• Soil Contamination - see E23</li> <li>• Nutrient Management – see E11</li> </ul>			
E21	<b>MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS</b>  Includes Environmental Compliance s issued by MOE to the municipality for: municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	cease to apply + 3 years		g038 g089 g115 g144
E22	<b>PRIVATE / SMALL WATER SYSTEMS</b> Includes records and correspondence regarding the design, construction, operation, and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	E+15 Maintenance – as long as equipment in use		g108 g115 g116
E23	<b>LAND QUALITY MONITORING</b> Includes records regarding the routine monitoring of land/soil quality and the site condition reports as well as responses to interference with quality or contamination. Excludes:	S+7		g082 g156

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Water Quality- see E13 to E15</li> <li>By-Law Enforcement – see P01</li> <li>Complaints and Inquiries – see M04</li> <li>Air Quality Monitoring – see E05</li> <li>Natural Heritage- see E18</li> </ul>			
E24	<p><b>GASOLINE STORAGE AND DISPENSING</b></p> <p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Underground storage abandonment record – see L07</li> <li>Major Spills – see E23</li> </ul>	<p>Use = 7</p> <p>Tank install, inspection = system removed +5</p>		<p>g045</p> <p>g140</p> <p>g141</p> <p>g147</p> <p>g158</p>

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
F	<b>FINANCE AND ACCOUNTING</b> Includes records regarding the management of funds.			
F01	<b>ACCOUNTS PAYABLE</b> Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees. Excludes: <ul style="list-style-type: none"> <li>Cancelled Cheques - see F07.</li> <li>Employee and council expenses – see F09</li> </ul>	E+7	E=end of fiscal year  For welfare & child care payments E=provincial government year end +7	g006, g005, g007, g032, g096, g034, g051, g055, g062, g086,
F02	<b>ACCOUNTS RECEIVABLE</b> Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: <ul style="list-style-type: none"> <li>Write-offs - see F23.</li> <li>Tax Assessments, Rolls and Tax Arrears - see F22.</li> </ul>	E+7	E=end of fiscal year	g006, g007, g032, g034, g053 g055, g062

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
F03	<b>AUDITS</b> Includes records regarding internal and external financial audits of accounts. Excludes: <ul style="list-style-type: none"> <li>Operational audits - see relevant subject.</li> <li>Audited Financial Statements - see Financial Statements, F10.</li> </ul>	6		g032 g069
F04	<b>BANKING</b> Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: <ul style="list-style-type: none"> <li>Bank Statements - see F07.</li> </ul>	Close of fiscal year end + 7		g007, g026 g053 g062,
F05	<b>BUDGETS AND ESTIMATES</b> Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	6**		
F06	<b>ASSETS</b> Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.	E+10**	E= Disposal of asset	g006, g007,

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Excludes: • Land Acquisition and Sale - see L07.			
F07	<b>CHEQUES</b> Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: • Banking - see F04.	6		g006, g007, g034, g086
F08	<b>DEBENTURES AND BONDS</b> Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: • Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14.	E+6	E= Debentures surrendered for exchange/cancellation	g007
F09	<b>EMPLOYEE AND COUNCIL EXPENSES</b> Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes:	E+7	E= close of fiscal year	g006, g007

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Attendance - see H01</li> <li>Honoraria and fees to Council – see F16.</li> </ul>			
F10	<b>FINANCIAL STATEMENTS</b> Includes the balance sheet, income statement and statement of source and application of funds. Also includes audited financial statements. Excludes: <ul style="list-style-type: none"> <li>All working notes, calculations and background documentation, see F26.</li> </ul>	P		g069
F11	<b>GRANTS AND LOANS</b> Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waster Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as the market value of assistance report.	E+6	E = repayment of loan	g006, g007,
F12	<b>INVESTMENTS</b> Includes records regarding the municipality's investments, term deposits, and promissory notes.	E+6	E= Closure of account	g006
F13	<b>JOURNAL VOUCHERS</b> Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	E+6	E = close of the fiscal year	g006, g007, g032, g034, g055

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
F14	<b>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b> Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes: <ul style="list-style-type: none"> <li>Documents and vouchers used to support entries - see relevant subject in this Primary</li> </ul>	E+7**	E= close of the fiscal tax year	g001, g006, g005, g007, g026 g032, g034 g053 g055, g086
F15	<b>GENERAL LEDGERS AND JOURNALS</b> Includes all records in the Books of Original Entry.	P		g001, g006, g007, g032, g034, g055 g131
F16	<b>PAYROLL</b> Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or	E+6	E = Close of fiscal tax year	g001, g005, g007, g019,

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	severance pay. Includes time sheets and vacation taken, pay lists, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.  Excludes: <ul style="list-style-type: none"> <li>Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14.</li> <li>Non-payroll related government and statistical reporting – see F27.</li> </ul>			g032, g034,
F17	<b>PURCHASE ORDERS AND REQUISITIONS</b>  Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.  Excludes: <ul style="list-style-type: none"> <li>Quotations and Tenders - see F18.</li> </ul>	E+7	E = close of fiscal tax year	g006, g007, g032 g053 g062
F18	<b>QUOTATIONS AND TENDERS</b>  Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.  Excludes: <ul style="list-style-type: none"> <li>Successful quotations and tenders - see Contracts and Agreements, L04.</li> </ul>	E+7**	E =Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
F19	<b>RECEIPTS</b> Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	7		g006, g007, g032, g097
F20	<b>RESERVE FUNDS</b> Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	6		g069
F21	<b>REVENUES</b> Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> <li>Tax Rolls - see F22.</li> </ul>	7 Mortgage related = 10	Records related to mortgages must be kept for 10 years after mortgage completion	g026, g032, g053 g062 g095
F22	<b>TAX ROLLS AND RECORDS</b> Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> </ul>	P Tax rolls = when no longer required for		g007, g068, g095 (20 year limitatio

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Mortgage Companies - see F02.</li> <li>Correspondence related to tax issues that are not of a long term importance - see F02.</li> </ul>	planning purposes		n)  g161 common practice P
F23	<b>WRITE-OFFS</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> </ul>	6  Court services Write-offs = Current year +37 years		g006, g007, g027
F24	<b>TRUST FUNDS</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	E + 7  Trust accounts for residents, statements , accounts	E= fiscal date of last day of residence	g047, g051, g062, g097

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
		and records = P		
F25	<b>SECURITY DEPOSITS</b> Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	E+6	E= Closure of account	g006 g007
F26	<b>WORKING PAPERS- FINANCIAL</b> Includes all working notes, calculations, reconciliations, endo of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: <ul style="list-style-type: none"> <li>Financial Statements – see F10.</li> </ul>	E+1	E= After completion of audit	
F27	<b>REGULATORY REPORTING,FINANCIAL</b> Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurements Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes: <ul style="list-style-type: none"> <li>Performance management &amp; quality assurance – see A25</li> </ul>	6		

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
H	<b>HUMAN RESOURCES</b> Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.			
H01	<b>ATTENDANCE AND SCHEDULING</b> Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.  Excludes: <ul style="list-style-type: none"> <li>Individual Time Sheets - see F16.</li> <li>Vacation Time and Pay- see F16</li> </ul>	3  Driver's daily logs = 6 months  Public vehicle and trip reports = 1		g035 g050 g151
H02	<b>BENEFITS PROGRAM</b> Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.  Excludes: <ul style="list-style-type: none"> <li>Payroll - see F16.</li> <li>Individual Pension and Benefit records – see H10</li> </ul>	S		

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
H03	<p><b>EMPLOYEE RECORDS</b></p> <p>Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licenses such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Grievances – see H14</li> <li>Harassment – see H15</li> <li>Health &amp; Safety Training - see H04</li> </ul>	<p>E+5</p> <p>Drinking Water system training record = 5</p> <p>Confined spaces training = cease to perform work and at least 5</p> <p>Salt program training = 7</p> <p>Long-term care home staff: = shall retain</p>	E = date employee ceased to be employed by employer	g035, g045, g065, g103, g139, g148

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
		Firefighter employment terms = 25		
H04	<b>HEALTH AND SAFETY</b> Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs for staff. Also includes Health & Safety Committee meeting minutes. Excludes: <ul style="list-style-type: none"> <li>Accidents of the Public - see P05.</li> <li>Lost-time reports and claims – see H13</li> </ul>	3  Accident reports for construction projects retained 1 year after project completion		g045, g078, g076, g059, g123 g125
H05	<b>HUMAN RESOURCE PLANNING</b> Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, and employee information reporting and related records.	Day last used + 1** (Human rights special program		g054

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Excludes: <ul style="list-style-type: none"> <li>Employee Records - see H03.</li> </ul>	designatio n minimum of 5)		
H06	<b>JOB DESCRIPTIONS</b> Includes job descriptions and specifications as well as background information used in their preparation or amendment.	S**		
H07	<b>LABOUR RELATIONS</b> Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: <ul style="list-style-type: none"> <li>Collective Agreement – see L04</li> </ul>	E+10**	E= Expiry of contract period	g013
H08	<b>ORGANIZATION DESIGN</b> Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes: <ul style="list-style-type: none"> <li>Job Descriptions - see H06.</li> </ul>	S**		
H09	<b>SALARY PLANNING</b>	5		

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes: <ul style="list-style-type: none"> <li>Employee Records - see H03.</li> </ul>			
H10	<b>PENSION AND BENEFITS RECORDS</b> Includes records detailing obligations to individuals under OMERS. Includes pension information and benefits information of current and retired personnel, including registration/enrolment and records. Excludes: <ul style="list-style-type: none"> <li>Deductions for pensions – see F16</li> <li>General information on pension plans - H02</li> <li>Payments made to OMERS - F01</li> </ul>	E+6	E= Employee departure	g001, g088
H11	<b>RECRUITMENT</b> Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: <ul style="list-style-type: none"> <li>Successful applications – see H03</li> </ul>	1		g071

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
H12	<b>TRAINING AND DEVELOPMENT</b> Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: <ul style="list-style-type: none"> <li>Individual Employee Training Records - see H03.</li> </ul>	E+2**  Salt use training materials – 7  Drinking water training materials – 5  Only courses developed and presented by the Municipality are	E= date when that particular course ceases to be offered	g043 g045 g062 g139 g148

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
		subject to archival selection  Long term care training and orientation = P		
H13	<b>CLAIMS</b> Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice and accident reports. Excludes: <ul style="list-style-type: none"> <li>Non lost-time incidents or accidents - See H04</li> <li>Self-insured STD – See H04</li> </ul>	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	E = Resolution of claim.	g078, g125
H14	<b>GRIEVANCES</b> Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.	E+10	E = Resolution of claim.	g013, g054

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Excludes: <ul style="list-style-type: none"> <li>Harassment &amp; Violence – see H15</li> </ul>			
H15	<b>HARASSMENT AND VIOLENCE</b> Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: <ul style="list-style-type: none"> <li>Grievances – see H14</li> <li>Abuse investigations records not involving staff – see P08</li> </ul>	E+3	E = Resolution of complaint	g054 g059
H16	<b>CRIMINAL BACKGROUND CHECKS</b> Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	E+7	E = date employee ceased to be employed by employer	
H17	<b>EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS</b> Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	E+40 or 20 years after last		g078

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
		record of exposure		g079, g103,
H18	<b>EMPLOYEE MEDICAL RECORDS</b> Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	E+3	E = When STD/LTD claims are resolved	g078
H19	<b>DISABILITY MANAGEMENT</b> Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	E + 5	E = day issued or earlier as may be specified by Commission	g010, g054
H20	<b>CONFINED SPACES</b> Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exits.  Excludes: <ul style="list-style-type: none"> <li>• Health and Safety – see H03</li> <li>• Staff training – see H12</li> </ul>	1 or the period necessary to ensure 2 most recent records retained		g075
H21	<b>EMPLOYEE RECOGNITION</b>	5		

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.			
H22	<b>EMPLOYEE CERTIFICATIONS</b> Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	E+2	E= certification expired	g059 g077

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Primary Heading: Justice				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
J	<b>JUSTICE</b> Includes records regarding POA and Court activities.			
J01	<b>CERTIFICATES OF OFFENCE (PART I)</b> Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1. Excludes: <ul style="list-style-type: none"> <li>Part 1 accident and careless driving matters - see J02.</li> </ul>	E+2	E= completion	g024 MOU
J02	<b>INFORMATIONS PART III/ ACCIDENT AND CARELESS DRIVING PART 1</b> Includes all Part 3 Information and Part 1 information Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	E+6	E= completion	g022 g023 MOU
J03	<b>CONTROL LISTS/ JUSTICE REPORTS</b> Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	4		MOU
J04	<b>COURT DOCKETS</b> Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	3 Statement of defense – not set to trial = 5		g025g09 3 g150 MOU

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Primary Heading: Justice				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
J05	<b>TRANSCRIPTS &amp; RECORDS OF COURT PROCEEDINGS</b> Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	6**		g029 g093 MOU
J06	<b>ENFORCEMENTS &amp; SUSPENSIONS</b> Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	8		MOU
J07	<b>APPEALS &amp; TRANSFERS</b> Includes records of appeals and of transfers to and from other Courts. Excludes: <ul style="list-style-type: none"> <li>• Appeals &amp; Hearings (Municipal) – L01</li> </ul>	7		MOU
J08	<b>STATISTICS/ PAYMENT TRACKING</b> Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.	8		MOU
J09	<b>DISCLOSURE</b> Includes information requested by individuals in preparation for court cases.	6		MOU

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Primary Heading: Justice				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
J10	<b>CERTIFICATES OF CONVICTION (PART 2)</b> Includes Court and POA records including Part 2 - Certificates of Conviction.	6		MOU

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Primary Heading: Legal Affairs				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
L	<b>LEGAL AFFAIRS</b> Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.			
L01	<b>APPEALS AND HEARINGS</b> Includes zoning appeals, development and education charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings, and final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none"> <li>Litigation - see Claims - L02-L03.</li> <li>Harassment &amp; Violence – see H15</li> </ul>	P  After resolution of appeal		g059 g060 g068 g089 g090
L02	<b>CLAIMS AGAINST THE MUNICIPALITY</b> Includes all litigation and insurance claims made by other parties against the municipality. Excludes: <ul style="list-style-type: none"> <li>Appeals and Hearings - see L01.</li> </ul>	E +2  Ultimate limitation = 15	E= resolution of claim and all appeals	g047 g056 g059 g060 g089 g162

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Primary Heading: Legal Affairs				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
L03	<b>CLAIMS BY THE MUNICIPALITY</b> Includes all litigation and insurance claims made against other parties by the municipality. Excludes: <ul style="list-style-type: none"> <li>• Appeals and Hearings - see L01.</li> </ul>	E+2	E= Resolution of claims and all appeals	g056 g057 g072
L04	<b>CONTRACTS AND AGREEMENTS - UNDER BY-LAW</b> Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/ home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways, and records transfer. Excludes: <ul style="list-style-type: none"> <li>• Office Equipment Maintenance Agreements - see L14.</li> <li>• Contracts regarding Land - see L07.</li> <li>• Insurance Policies - see L06.</li> <li>• Line fence agreements- see P01</li> </ul>	E+15**	E= act or omission on which claim is based took place	g060 g068
L05	<b>INSURANCE APPRAISALS</b> Includes appraisals of municipal property for insurance purposes.	E+15	E= After a new appraisal has been done	g060

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Primary Heading: Legal Affairs				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
L06	<b>INSURANCE POLICIES</b> Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: <ul style="list-style-type: none"> <li>Employee Group Insurance - see H02.</li> <li>Third Party Contracts - see L04.</li> <li>Insurance claims – see L03</li> </ul>	E+15	E= expiry of policy	g060
L07	<b>LAND ACQUISITION AND SALE</b> Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: <ul style="list-style-type: none"> <li>Tax sales – see F22</li> </ul>	E+10  Renewable energy projects agreement terms may not be more than 50  Append abandoned storage	E= Property disposition	g041 g095 g133 g153

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Primary Heading: Legal Affairs				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
		tanks to deed		
L08	<b>OPINIONS AND BRIEFS</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S**		
L09	<b>PRECEDENTS</b> Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	S**		
L10	<b>FEDERAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S		
L11	<b>PROVINCIAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	S		
L12	<b>VITAL STATISTICS</b> Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes:	P  Marriage licences 2 years		

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Primary Heading: Legal Affairs				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Population Statistics - see Demographic Studies - D01.</li> </ul>			
L13	<b>PROSECUTIONS</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: <ul style="list-style-type: none"> <li>By-Law Enforcement - see P01.</li> <li>Appeals and Hearings - see L01.</li> </ul>	E+7	E= Delivery of judgement	g059 (2 year limitation) g060 (15 year limitation)
L14	<b>CONTRACTS AND AGREEMENTS - SIMPLE</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL). Excludes: <ul style="list-style-type: none"> <li>Contracts and Agreements Under By-Law – see L04</li> <li>Line Fences Agreements – see P01</li> </ul>	E+2**  Long term care service providers = P	E= Expiry of contract	g041 g042  g053 g059g062 g130

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Primary Heading: Media and Public Relations				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
M	<b>MEDIA AND PUBLIC RELATIONS</b> Includes records regarding the municipality's relationship with the media and the general public.			
M01	<b>ADVERTISING</b> Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: <ul style="list-style-type: none"> <li>News Releases - see M06.</li> <li>Recruitment - see H11.</li> <li>Elections - see C07.</li> </ul>	1**		
M02	<b>CEREMONIES AND EVENTS</b> Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events. Excludes: <ul style="list-style-type: none"> <li>Permit to hold event – see P11</li> </ul>	5**		
M03	<b>CHARITABLE CAMPAIGNS/FUND RAISING</b>	1		

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Primary Heading: Media and Public Relations				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.  Excludes: <ul style="list-style-type: none"> <li>Receipts - see F19.</li> </ul>			
M04	<b>COMPLAINTS, COMMENDATIONS AND INQUIRIES</b>  Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issues in response to a lawyer's request.  Excludes: <ul style="list-style-type: none"> <li>Accessibility of Records (Freedom of Information) - see A17.</li> <li>Grievances or harassment/ violence complaints by or against employees – see H14, H15</li> <li>Employee recognition – see H21</li> </ul>	5**  Long term care complaints = P		g054 g121 g154 g160
M05	<b>NEWS CLIPPINGS</b>  Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.  Excludes:	1**		

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Primary Heading: Media and Public Relations				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Clippings used as reference material - see relevant subject.</li> </ul>			
M06	<b>NEWS RELEASES</b> Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	1**		
M07	<b>PUBLICATIONS</b> Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	S**  S+3 if publication is subject to copyright or trademark		g134
M08	<b>SPEECHES AND PRESENTATIONS</b> Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> <li>Media coverage of speeches/presentations - see M05.</li> <li>News Releases - see M06.</li> </ul>	3**		

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<b>Primary Heading: Media and Public Relations</b>				
<b>Class Code</b>	<b>Secondary Heading</b>	<b>Total Ret.</b>	<b>Remarks</b>	<b>Citation Group</b>
M09	<b>VISUAL IDENTITY AND INSIGNIA</b> Includes records regarding the branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	S+5**		g134 g136
M10	<b>WEBSITE AND SOCIAL MEDIA CONTENT</b> Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter. Excludes: <ul style="list-style-type: none"> <li>Published website content - see M07</li> </ul>	S+2		g059
M11	<b>PUBLIC RELATIONS AND PUBLIC AWARENESS</b> Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	5**		
M12	<b>INTELLECTUAL PROPERTY</b> Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	E+5	E= copyright, patent or trademark expired or last used	g134 g135 g136

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
P	<b>PROTECTION AND ENFORCEMENT SERVICES</b> Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.			
P01	<b>BY-LAW ENFORCEMENT</b> Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements etc. Excludes: <ul style="list-style-type: none"> <li>• Health and Fire Inspections – see P07</li> <li>• Investigations - see P08.</li> <li>• Environmental Monitoring - Industrial/Commercial - see E05.</li> <li>• Prosecutions - see L13.</li> <li>• Animal Control Enforcement - see P14.</li> <li>• Lottery license Enforcement - see P09</li> </ul>	6**		g059 g089
P02	<b>DAILY OCCURRENCE LOGS</b> Includes daily occurrences logs maintained by the Chief Building Official.	5**		
P03	<b>EMERGENCY PLANNING AND RESPONSE</b>	S** or E + 5 if Canadian	E = expiry of plan	g144

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
	Includes records regarding the planning, testing, rehearsal and response to emergency, safety, and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Environmental Protection Act applies		
P04	<b>HAZARDOUS MATERIALS</b> Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCB's, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills. Excludes: <ul style="list-style-type: none"> <li>Staff Safety Training - see H04.</li> <li>Personal exposure - see H17</li> <li>Manifests - see E07</li> </ul>	S+5		g038g076 g121 g140 g142 g143 g149
P05	<b>INCIDENT/ACCIDENT REPORTS</b> Includes vandalism and security incident reports and reports accidents that occur at recreational facilities and other municipal properties. Excludes: <ul style="list-style-type: none"> <li>Security- see A18</li> </ul>	5		g011

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Accidents of Municipal Staff - see H04.</li> <li>Compensation claims and vehicle accidents – see L02 or L03</li> <li>Long Term Care Home medication incidents – see S18</li> <li>Private child care centre incidents – see S14</li> <li>Municipal Child Care Centre incidents – see S10</li> </ul>			
P06	<b>BUILDING AND STRUCTURAL INSPECTIONS</b> Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: <ul style="list-style-type: none"> <li>By-Law Enforcement - see P01.</li> </ul>	Inspection s = 2  Initial fire system test report = life of system		g015 g073 g045 g046 g123
P07	<b>HEALTH AND FIRE- SAFETY INSPECTIONS</b> Includes Fire Marshall's, Public health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: <ul style="list-style-type: none"> <li>Internal Health &amp; Safety Inspections – see H04</li> <li>Routine building and structural inspections – see P06</li> </ul>	S, but minimum 1 year		g045
P08	<b>INVESTIGATIONS</b>	10**		

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
	Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: <ul style="list-style-type: none"> <li>By-law Enforcement – see P01</li> <li>Harassment &amp; Violence staff investigations– see H15</li> </ul>			g059 g089
P09	<b>LICENCES</b> Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc. Excludes: <ul style="list-style-type: none"> <li>Marriage Licences - see L12.</li> </ul>	E+2	E= Expiry of licence	g017
P10	<b>BUILDING PERMITS</b> Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Excludes: <ul style="list-style-type: none"> <li>All other permits - see P11.</li> </ul>	P		g090

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
P11	<b>PERMITS - OTHER</b> Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closures, drinking water works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: <ul style="list-style-type: none"> <li>• Building Permits - see P10.</li> <li>• Encroachment Permits - see D16.</li> <li>• Burial Permits – see S09</li> <li>• Road and lane opening/closing – see T09</li> </ul>	E+2	E= Expiry of permit	g017
P12	<b>WARRANTS</b> Includes all warrants issued for By-law enforcement purposes.	E + 2  Court services search warrants – 40 years	E= Execution of warrant	g028 g059

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
P13	<b>CRIMINAL RECORDS</b> Includes all documentation relating to individuals with a history of criminal activity. Excludes: <ul style="list-style-type: none"> <li>Staff Police Background Checks – see H16</li> <li>Investigations – see P08</li> <li>Prosecutions – see L13</li> </ul>	E+5	E= Occurrence/ investigation closed or disposition of charge	
P14	<b>ANIMAL CONTROL</b> Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: <ul style="list-style-type: none"> <li>Dog Licenses - see P09.</li> </ul>	E+2	E = date animal was last in the pound	g012
P15	<b>COMMUNITY PROTECTION PROGRAMS</b> Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	S+2** Surveillance video 72 hours unless requisitioned for use		g071

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
		If requisitioned for use (MFIPPA or other investigation) = S+2		
P16	<b>EMERGENCY SERVICES</b> Includes records regarding police, land ambulance, fire and rescue services.	S+5		g011
P17	<b>EMS AND FIRE SIGNIFICANT INCIDENT AND IMPACT REPORTS</b> Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or fire, the role of the attending responders to the incident, and the actual or potential impact of these incidents.	S+5		g011
P18	<b>EMS AND FIRE ACCIDENT RESPONSE REPORTS</b> Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports, and fire cause identification.  Excludes: <ul style="list-style-type: none"> <li>Investigations – see P08</li> </ul>	S+5		g011

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Total Retention	Remarks	Citation Group
P19	<b>EMS AND FIRE STATISTICS</b> Includes records relating to performance plans and the associated with statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues.	S+2		
P20	<b>PROHIBITIONNOTICES AND ORDERS</b> Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	15		g016
P21	<b>FACILITIES ROUTINE WATER USE, MONITORING AND TESTING</b> Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.	Pools and recreation al camps = 1  Child care facility plumbing flushing and water testing = 6		g049 g109

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Primary Heading: Recreation and Culture				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
R	<b>RECREATION AND CULTURE</b> Includes records regarding the provision of recreational and cultural services to the community.			
R01	<b>HERITAGE PRESERVATION</b> Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: <ul style="list-style-type: none"> <li>Heritage Designation By-laws – see C01</li> <li>Natural heritage preservation – see E18</li> </ul>	E+3**	E= End of plan year or removal of designation	g081
R02	<b>LIBRARY SERVICES</b> Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.	5		g134
R03	<b>MUSEUM AND ARCHIVAL SERVICES</b> Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: <ul style="list-style-type: none"> <li>Record Centre Operations – see A10</li> </ul>	S+3**		g134

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Primary Heading: Recreation and Culture				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group

R04	<b>PARKS MANAGEMENT</b> Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none"> <li>Building and Property Maintenance – see A20</li> </ul>	Parks maintenance = 5** Playground equipment maintenance = 15		g060
R05	Intentionally left blank			
R06	<b>RECREATIONAL PROGRAMMING</b> Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Program development & evaluation = 3** Program registration = 1 Attendance fee		g071 g006

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		collection = 6		
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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
S	<b>SOCIAL AND HEALTH CARE SERVICES</b> Includes records regarding social services and health care programs.			
S01	<b>CHILDREN'S DAY CARE AND NURSERY SERVICES</b> Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing and fire drill requirements. Excludes: <ul style="list-style-type: none"> <li>• Children's services not related to day care and nursery schools – see S07</li> <li>• Day care and nursery school enrolment records- see S10</li> <li>• Home day care program clients – see S15</li> <li>• Medical Client Records - see S06.</li> <li>• Day care and day nursery facility operation records- see applicable category</li> <li>• Water, plumbing and flushing records – see P21</li> <li>• Fire drill records – see H04</li> </ul>	S (review after 3 years)		g125
S02	<b>ELDERLY AND SUPPORTIVE ASSISTANCE SERVICES</b> Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a	S (review after 3 years)		

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>long term care facility, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Long Term Care Facility Residents – see S03</li> <li>• Long Term Care Operations – see S18</li> <li>• Disability Support Clients – see S11</li> </ul>			
S03	<p><b>LONG TERM CARE FACILITY CLIENTS</b></p> <p>Includes records regarding individual residents of homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• General program information - see S02.</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff)- see P04</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>	P		g061 g097
S04	<p><b>COMMUNITY AND SOCIAL ASSISTANCE PROGRAMS</b></p> <p>Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Also includes general resource information used in</p>	S (review after 3 years)		

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Ontario Works Case Records – see S05.</li> <li>Social Housing Programs – see S12</li> <li>Housing and Homelessness research and initiatives – see S12</li> <li>Social and health care planning and management – see S18</li> <li>Programs for the elderly and persons with disabilities – see S02</li> </ul>			
S05	<p><b>ONTARIO WORKS CLIENTS</b></p> <p>Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>General program information – see S04.</li> </ul>	<p>E+5</p> <p>Outstanding overpayment or overpayment resolved = 5</p> <p>Fraud investigation/ fraud</p>	E = date of last entry	<p>g019</p> <p>g084</p> <p>g085</p>

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
		resolved = 5  outstanding family support issues = 10		
S06	<b>MEDICAL CASE CLIENTS</b> Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.	E+15  Note: reportable diseases may be longer	E= Discharged as a client	g060  college of physician & surgeons of Ontario recommendation
S07	<b>CHILDREN'S SERVICES</b>	S (review after 3)		

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children's Aid Society) information as well. Excludes: <ul style="list-style-type: none"> <li>Medical client care records – see S06.</li> <li>Day care and nursery programs – see S01.</li> </ul>			
S08	<b>PUBLIC HEALTH SERVICES</b> Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization. Excludes: <ul style="list-style-type: none"> <li>Medical Client case files – see S06</li> </ul>	S (review after 5)		
S09	<b>CEMETERY INTERMENT</b> Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, cremated remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries. Excludes:	p** Transfer to archives if no longer managed		g048 g101

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Building and Property Maintenance - see A20</li> <li>Promotional materials – see M07</li> <li>Price lists and cemetery operation – see S20</li> </ul>	Burial permits = 2		
S10	<b>DAY CARE AND DAY NURSERY CLIENTS</b> Application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc. Excludes: <ul style="list-style-type: none"> <li>Handicapped children services - see S07</li> <li>Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08</li> <li>Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>	E+ 3	E = last participated date	g126
S11	<b>DISABILITIES SUPPORT CLIENTS</b> Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities. <b>Excludes:</b>	E+7	E= no longer receiving support	g155

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Children's program information – see S07</li> <li>Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08</li> <li>Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>			
S12	<b>HOUSING SERVICES</b> Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives. <b>Excludes:</b> <ul style="list-style-type: none"> <li>Resources used to assist potential tenants – see S04</li> </ul>	10		g052 g163
S13	<b>HOUSING TENANT CLIENTS</b> Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms. <b>Excludes:</b>	E+5	E= no longer resides	g053 G163

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04</li> <li>Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>			
S14	<b>HOME CHILD CARE PROGRAM ADMINISTRATION</b> Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director’s directions, attendance records & financial reconciliation information.	3		g125
S15	<b>HOME CHILD CARE PROGRAM CLIENTS</b> Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals. <b>Excludes:</b> <ul style="list-style-type: none"> <li>Day care and day nursery clients – see S10</li> </ul>	E+3	E= last date participated	g126
S16	<b>SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT</b> Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to	7		

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.			
S17	<b>CLIENT CARE COORDINATION</b> Includes records regarding individual clients and their care coordination planning. <b>Excludes:</b> <ul style="list-style-type: none"> <li>Public health medical client information – see S06</li> </ul>	E+10	E= no longer receiving support	g019 g053 g084 g085 g126 g155
S18	<b>LONG TERM CARE OPERATIONS</b> Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents. <b>Excludes:</b> <ul style="list-style-type: none"> <li>complaints – see MO4</li> </ul>	P		g003 g064 g163

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Primary Heading: Social and Health Care Services				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<ul style="list-style-type: none"> <li>serious occurrence and abuse allegations investigation – see P04</li> <li>Food preparation &amp; Service monitoring – see S19</li> </ul>			
S19	<b>FOOD PREPARATION &amp; SERVICE</b> Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.	1		g163
S20	<b>CEMETERY OPERATIONS</b> Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. <b>Excludes:</b> <ul style="list-style-type: none"> <li>burial permits, interment records, etc. – see S09</li> </ul>	E+6	E= contract fulfilled or no longer applies	g047

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Primary Heading: Transportation				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
T	<b>TRANSPORTATION SERVICES</b> Includes records regarding the development and improvement of transportation systems (roads and public transit).			
T01	<b>ILLUMINATION</b> Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	E+6 Specifications = P	E= Removal of the equipment	
T02	<b>PARKING</b> Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	E+6	E= Closure of lot or space	
T03	<b>PUBLIC TRANSIT OPERATIONS</b> Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination. Excludes: <ul style="list-style-type: none"> <li>• Accessible transportation application and approval – see S11</li> <li>• Driver scheduling – H01</li> </ul>	E+1**  2 year minimum retention	E= Closure of route/ shelter/ stop	g094
T04	<b>ROAD CONSTRUCTION</b>	E+1**	E = project finished	g073

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Primary Heading: Transportation				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	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, etc.  Excludes: <ul style="list-style-type: none"> <li>• Design and Planning - see T05.</li> <li>• Routine maintenance and minor improvements to road systems- see Road Maintenance – see T06</li> <li>• Drawings – see A27</li> </ul>	Specifications = P		
T05	<b>ROAD DESIGN AND PLANNING</b>  Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	E+1** Specifications = P	E = project finished	g073
T06	<b>ROAD MAINTENANCE AND SALT USAGE</b>  Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.  Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training	E+1  Salt plans, usage, training and reports = 7	E = project finished	g073 g139

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Primary Heading: Transportation				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>Non salt usage training records - see H03</li> </ul>	Specifications = P		
T07	<p><b>SIGNS AND SIGNALS</b></p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Visual Identity Program - see M09.</li> <li>Sign Permits – see P11</li> </ul>	E+1	E= Removal of sign/signal	g073
T08	<p><b>TRAFFIC</b></p> <p>Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Permits for temporary closure- see P11</li> </ul>	<p>E+1**</p> <p>Temporary road closures 2 years</p>	E = project finished	
T09	<b>ROADS AND LANES OPENINGS/CLOSURES</b>	E+1**	E= project finished	

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Primary Heading: Transportation				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: <ul style="list-style-type: none"> <li>• Temporary road closures - see T08.</li> <li>• Land Sales - see L07.</li> <li>• Road Closing By-Laws - see C01.</li> </ul>			
T10	<b>FIELD SURVEY/ROAD SURVEY BOOKS</b> Includes engineering field survey notes as well as books.	E+1	E = project finished	
T11	<b>BRIDGES</b> Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	E+1  Specifications = P	E = project finished	g073

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Primary Heading: Vehicles and Equipment				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
V	<b>VEHICLES AND EQUIPMENT</b> Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.			
V01	<b>FLEET MANAGEMENT</b> Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) currently leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: <ul style="list-style-type: none"> <li>Insurance Policies - see L06.</li> <li>Accident Claims - see L02, L03.</li> <li>Leases/Contracts - see L14.</li> </ul>	E+ 2  Public vehicle trip records = 1  Daily Inspection Logs = 2 years or 6 months after vehicles ceases to be operated	E = termination of lease	g050 g074 g094 g130

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Primary Heading: Vehicles and Equipment				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
V02	<b>MOBILE EQUIPMENT</b> Includes records and operating manuals regarding mobile equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	E+1	E= disposal of equipment	g074
V03	<b>TRANSPORTABLE EQUIPMENT</b> Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	E+1	E = Disposal of equipment	g074
V04	<b>PROTECTIVE EQUIPMENT</b> Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: <ul style="list-style-type: none"> <li>Uniforms and Clothing - see A14.</li> </ul>	E+1	E = Disposal of equipment	g074 g075
V05	<b>ANCILLARY EQUIPMENT</b> Records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, , garbage compactors, industrial shredders etc.	E+1  Set-up tests=until superseded	E=disposal of equipment.	g074 g157

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**The Ontario Municipal Records Management System**



Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
Section:	<b>The schedule</b>	Page:	92 of 92
Subject:	<b>Records retention schedule/citation table</b>	Date:	2023- 11

Primary Heading: Vehicles and Equipment				
Class Code	Secondary Heading	Total Ret.	Remarks	Citation Group
	<p>Includes correspondence, equipment user and procedural manuals, warranty, maintenance, licences and history records. Includes setup tests and manuals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Gasoline storage tanks – see E24</li> <li>Mechanical &amp; operational systems integral to building structure – see A26</li> <li>Private/small water systems – see E22</li> </ul>			

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - **Event**  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**The Ontario Municipal Records Management System**



**WOODSTOCK POLICE SERVICE BOARD**  
**BY-LAW NO. 05-2024**  
**SCHEDULE “B”**

*This schedule outlines the Woodstock Police Service Board’s modifications to the City of Woodstock’s Records Retention Schedule and additional class codes pertaining to the Board.*

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Total Ret.</b>	<b>Remarks</b>
L14	<b>CONTRACTS AND AGREEMENTS – SIMPLE</b>  Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under the Canadian Anti-Spam Legislation (CASL).  Excludes: <ul style="list-style-type: none"><li>• Contracts and Agreements Under By-Law – See L04</li><li>• Line Fences Agreements – see P01</li></ul>	E+2**	E = Expiry of contract Collective Agreements are retained for 10 years
L16	<b>AMALGAMATION AND DE-AMALGAMATION DOCUMENTS</b>  Includes committee meeting minutes, agendas, working notes, and correspondence.	P	



## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 06-2024

A by-law to establish policy for compliance with the Municipal Freedom of Information and Protection of Privacy Act

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 06-2024

A by-law to establish policy for compliance with the Municipal Freedom of Information and Protection of Privacy Act

#### 1. PREAMBLE

##### *Preamble*

- 1.1 WHEREAS subsection 3(2) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, provides that the Board may designate from among its members, a person to act as Head of the institution for the purposes of the *Act*;
- 1.2 AND whereas, under section 49(1) of that *Act*, a Head may delegate a power or duty as vested in the head of officers or employees of the institution subject to such limitations, restrictions, conditions or requirements as the Head may set out in the delegation;
- 1.3 AND whereas it is desirable to delegate certain powers and duties vested in the Head under the *Municipal Freedom of Information and Protection of Privacy Act*, to officers of the Woodstock Police Service and to other officials and employees;
- 1.4 AND whereas ~~section 31(1) of the *Police Services Act*~~ **section 37(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 ("CSPA")* provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by section 10 of the *CSPA*; is responsible for the provision of police services and for law enforcement and crime prevention in the municipality shall:**
  - a) Generally determine, after consultation with the Chief of Police, objectives and priorities with respect to the police services in the municipality;
  - b) Establish policies for the effective management of the police force;

- c) Establish policies respecting the disclosure by the Chief of Police or personal information about individuals;
- 1.5 AND whereas ~~section 38(2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provisions of policing; a Police Service Board may, by by-law make rules for the effective management of the police service under section 31(6) of the Police Services Act~~
- 1.6 ~~AND whereas Part 0804.00 of the Policing Standards Manual, contains guidelines directing the Chief and police service to conform to requirements of the Municipal Freedom of Information and Protection of Privacy legislation;~~
- 1.76 AND whereas the Board deems it expedient to pass a by-law to designate a head for the purposes of the *Act* and to establish policies regarding the processing of access requests and the protection of personal information under the *Act*.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

## 2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions* 2.1 “*Act*” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, and amendments thereto;
- 2.2 “*Board*” means the Woodstock Police Service Board;
- 2.3 “*Chair*” means the Chair of the Woodstock Police Services Board;
- 2.4 “*Chief*” means the Chief of Police of the Woodstock Police Service Board;
- 2.5 “*Head*” in respect of the institution, means the individual or body determined to be head under this by-law;
- 2.6 “*Institution*” means the organization known as the Woodstock Police Service, as governed by the Woodstock Police Service Board;
- 2.7 “*Service*” means the Woodstock Police Service.

### 3. BOARD POLICY

#### *Board's Commitment*

- 3.1 The Board recognizes the purposes of the *Act* to be the right of access to information under the control of the institutions in accordance with certain principles and protection of privacy of individuals with respect to personal information held by the institutions. The Board is committed to compliance with the *Act* and therefore, it is the policy of the Board that access to information and personal privacy issues be dealt with in accordance with the procedure set out by the Chief as established and directed in this by-law.

#### *Authority for Disclosure of Personal Information*

- 3.2 Nothing in this by-law shall limit the power of the Chief of Police to disclose personal information about an individual in accordance with section 80 of the *CSPA* and O. Reg. 412/23: *Disclosure of Personal Information*.

### 4. DESIGNATION OF HEAD OF INSTITUTION

#### *Designation of Chair as Head*

- 4.1 Pursuant to section 3(2) of the *Act*, the Chair be designated as Head for the purposes of the *Act*.

### 5. DELEGATION OF POWERS

#### *Delegation of Authority to the Chief*

- 5.1 Pursuant to subsection 49(1) of the *Act*, the Chair delegates the power and duties vested in the Head under the *Act* to the Chief of Police and/or his or her designate with respect to all records under the control of the Woodstock Police Service.

#### *Accountability and Retention of Authority*

- 5.2 Notwithstanding the delegation of powers and duties of the Head as authorized by section 5.1 of this by-law, the Head remains accountable for actions taken and decisions made under the *Act* and retains the powers and duties granted or vested in the Head.

### 6. DIRECTION TO THE CHIEF

#### *Compliance Procedures Development*

- 6.1 The Chief shall develop and implement written procedures to ensure compliance with the requirements of the *Act*, including provisions which ensure right of access to information under the control of the Service as well as protection of personal privacy.

#### *Training for Delegated Duties*

- 6.2 The Chief shall ensure that all members who receive a delegation of the duties under section 5.1 of this by-law, receive training on the *Act* and its administration.

**7. ANNUAL REPORT OF HEAD**

- Annual Report* 7.1 The Head shall make an annual report to the Commissioner, in accordance with section 34(1) of the *Act*. A copy of this annual report will also be sent to the Woodstock Police Service Board.
- Requirements for Annual Report* 7.2 The annual report shall include comparative data for the same time period in the immediate preceding calendar year, and shall contain all information required to be included under the *Act*.

**8. FEE SCHEDULE**

- Fees* 8.1 The charging of fees is authorized in Part IV General section 45 of the *Act*.

**9. ENACTMENT**

- Repeal* 9.1 By-law 06-2010 and all other by-laws, and sections of by-laws inconsistent with the provisions of this by-law are hereby repealed.
- Effective Date* 9.2 This by-law shall come into force upon the date of its passage.
- General Order* 9.3 The Chief shall implement this by-law, where applicable, through general order.

**ENACTED AND PASSED THIS** \_\_\_\_ day of \_\_\_\_\_ 2024.

**WOODSTOCK POLICE SERVICE BOARD**

Chair

---

Ken Whiteford

Vice-Chair

---

Leslie Farrell





## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 07-2024

A by-law to recover fees for Woodstock Police Service Reports, audiotapes, and videotapes, including human resource time and related expenses.

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 07-2024

A by-law to recover fees for Woodstock Police Service Reports, [motor vehicle collisions/reconstructions](#), [police record checks](#), [fingerprints](#), [DVD/CD's audiotapes](#), and ~~videotapes~~, including human resource time and related expenses.

#### 1. PREAMBLE

*Preamble*

- 1.1 WHEREAS the Woodstock Police Service Board is responsible for the provision of adequate and effective police services in the municipality pursuant to section 38(1)(b) of the *Community Safety and Policing Act*; and
- 1.2 WHEREAS a Board, may by by-law make rules for the effective management of the Police Force pursuant to [section 31\(6\) of the Police Service Act](#).
- 1.3 WHEREAS the Board seeks to recover part of the costs of providing reports which are the property of the Woodstock Police Service; and
- 1.4 WHEREAS pursuant to section 391 of the *Municipal Act*, the Board, being a local Board as defined in section 1 of the *Municipal Act*, is authorized to pass by-laws imposing fees or charges on any class of persons, services and activities provided by and done on behalf of the Board; and
- 1.5 WHEREAS it is the responsibility of the Chief of Police of the Woodstock Police Service, in his/her capacity as Chief law enforcement officer to administer the policing services of the City of Woodstock in accordance with the policies and regulations as approved and established by the Woodstock Police Service Board.

## 2. INTERPRETATIONS

For the purposes of this by-law:

- |                    |     |  |
|--------------------|-----|--|
| <i>Definitions</i> | 2.1 | “ <i>Board</i> ” means the Woodstock Police Service Board;   |
|                    | 2.2 | “ <i>Service</i> ” means the Woodstock Police Service;   |
|                    | 2.3 | “ <i>City</i> ” means the City of Woodstock;   |
|                    | 2.4 | “ <i>Record</i> ” means any record of information, however recorded, whether in printed form by electronic means or otherwise. |

## 3. APPLICATION

- |                                      |     |  |
|--------------------------------------|-----|--|
| <i>Schedule for Recoverable Fees</i> | 3.1 | That the attached <del>schedule</del> <b>Appendix “A” and subsequent Schedules attached thereto</b> be adopted as the schedule for recoverable fees for requests for Woodstock Police Service reports including, but not limited to, motor vehicle collision reports, collision reconstruction reports, general Woodstock Police Service reports on incidents, criminal record checks, <del>audiotapes, videotapes</del> <b>DVD/CD’s, Alarms</b> , paid duty requests, including related human resource time, photocopying, and shipping expenses. |
| <i>Requests for Reports/Fees</i>     | 3.2 | All requests for reports will be in writing or on an approved Woodstock Police Service form. Except for exigent circumstances all applicable fees will be collected prior to release of the reports or other documents. These fees will not be applied if, at the decision of the Chief of Police, the information is being shared with another Enforcement or Investigative Agency.   |

## 4. ENACTMENT

- |                       |     |   |
|-----------------------|-----|---|
| <i>Repeal</i>         | 4.1 | By-law No. 07-2010 <del>2020</del> and all other by-laws, sections of by-laws and procedural policies of the Board inconsistent with the provisions of this by-law are hereby repealed. |
| <i>Effective Date</i> | 4.2 | This by-law shall come into effect on the date of its enactment.  |

**ENACTED AND PASSED THIS** \_\_\_\_ day of \_\_\_\_\_ 2024.

**WOODSTOCK POLICE SERVICE BOARD**

Chair

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Ken Whiteford

Vice-Chair

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Leslie Farrell



## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW NO. 07-2024

#### APPENDIX "A" - RECOVERABLE FEES

Note: H.S.T. is included in all fees, except those noted herein

Item	COST
<b>MOTOR VEHICLE COLLISIONS /RECONSTRUCTION</b>	See Schedule C attached
Collision Reports	\$50.00
Technical Collision Investigation Report with Collision Reconstruction, Field Notes & 3D Scan	See Schedule C attached
FARO 3D Scan ONLY	See Schedule C attached
Technical Collision Investigation and Field Notes of Officer	See Schedule C attached
Scale Diagram Only	See Schedule C attached
Interview of Reconstructionist/Officer	See Schedule C attached
<b>POLICE RECORD CHECKS</b>	
Level 1 – PCRC (Volunteer/Student)	\$20.00
Level 1 – PCRC (Employment/Other)	\$45.00
Level 2 – PIC (Volunteer/Student)	\$20.00
Level 2 – PIC (Employment/Other)	\$45.00
Level 3 – PVSC (Volunteer/Student)	\$20.00
Level 3 – PVSC (Employment/Other)	\$45.00
Additional Copies	\$5.00
Criminal Record Checks – Record Suspension	\$45.00
<b>FINGERPRINTS</b>	
Civil Fingerprints (any purpose)	\$65.00
Fingerprints – Employment VSS	\$25.00 (no change – this is a fee charged by RCMP that must be collected and reimbursed)
<b>MISCELLANEOUS</b>	
Crown Attorney DVD Transcript Requests	\$2.75 per page & H.S.T.
Insurance/Occurrence Report	\$50.00
Interview of Sworn Member/Reconstruction Officer	1.5 times the Senior Constable rate of pay & H.S.T. (include a 3 hour minimum call out.) – No change – Same as Paid Duty
<i>Paid Duty Events (Sworn Members)</i>	
<i>Paid Duty Events (Administration Fee)</i>	15% of sworn members rate
<i>Paid Duty Vehicle Rate</i>	\$50.00 per hour
<i>Paid Duty Employer Health Tax</i>	1.95% of total amount charged for members
<i>Paid Duty W.S.I.B.</i>	3.62% of total amount charged for members ** subject to change based on rate increases
<i>Paid Duty - H.S.T.</i>	On all Paid Duty Categories
<i>Photographs / M.V.C. / Crime Scenes</i>	Up to 10 photos - \$30.00 Additional Images (11-40) - \$2.00 per image Additional images (over 40) - \$1.50 per image

<b>Item</b>	<b>COST</b>
	PLUS HST
Prisoner Escort/Security (P.O.A. Court)	\$33.09 per hour plus 1.95% Health Tax and 3.62% W.S.I.B. fee & H.S.T. ** subject to change based on rate increases
DVD/CD	\$30.00
Purge Request (FPS, sealing of records)	\$40.00 - form to be created and available on website; currently is only a letter address to Chief and no fee
Freedom of Information	See attached Schedule A
Court Orders	See attached Schedule B
<b>ALARMS</b>	
Commercial Registration Fee (ANNUALLY)	\$50.00 (includes 4 false alarms)
Residential Registration Fee (ANNUALLY)	\$50.00 (includes 4 false alarms)
Subsequent False Alarm Fee	\$50.00 per false alarm after 4
Unregistered False Alarm Fee	\$50.00 residential and \$100.00 business / false alarm
Suspension Reinstatement Fee	\$0.00



SCHEDULE "A"  
**Woodstock Police Service**  
**Municipal Freedom of Information and Protection Privacy Act**  
**FEE STATEMENT**

Date: FILE NO.:

REQUESTER:

---

**Application Fee:** \$5.00

**Reproduction Fee:** (number of pages released)  
pages @ \$0.20 per page or \$

CD/DVD @ \$30.00 each \$

**Search Time/Preparation Time:** (to locate and assemble documents)  
minute/hr @ \$7.50 / 15 minutes \$

**Mailing Costs**  
Postage costs incurred \$

**TOTAL FEE INCURRED** \$

**Less Application Fee Received** (\$5.00)

**BALANCE OWING** \$

PLEASE MAKE CHEQUE PAYABLE TO:  
**WOODSTOCK POLICE SERVICE**  
615 Dundas Street, Woodstock, ON N4S 1E1



SCHEDULE "B"  
**Woodstock Police Service**  
**Court Order - FEE STATEMENT**

Date:

FILE NO.:

REQUESTER:

---

**Reproduction Fee:** (number of pages released)

pages @ \$0. 20per page or

\$

CD/DVD @ \$30.00 each

\$

**Search Time/Preparation Time:** (to locate and assemble documents)

minute/hr @ \$7.50 per 15 Minutes

\$

**Mailing Costs**

Postage costs incurred

\$

**TOTAL FEE INCURRED**

\$

**BALANCE OWING**

\$

PLEASE MAKE CHEQUE PAYABLE TO:

**WOODSTOCK POLICE SERVICE**

615 Dundas Street, Woodstock, ON N4S 1E1





SCHEDULE "C"

**Woodstock Police Service**

**COLLISION RECONSTRUCTION REPORTS**

**FEE STATEMENT**

Date:

FILE NO.:

REQUESTER:

---

The following collision reconstruction data may be available from this Police Service. Some fees are subject to applicable HST.

---

**Collision Report:**

A copy of the standard Ministry of Transportation Motor Vehicle Collision Report completed in relation to a collision in accordance with the provisions of the *Highway Traffic Act* (Ontario) but shall not include witness statements or other personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario)

@ \$50.00

\$

**FARO 3D Scan (Raw Data):**

Additional: For the enhanced LEVEL 4 with animation scan option please contact the Records Department as an additional fee will be incurred

@ \$1000.00

\$

**Crash Data Retrieval (CDR) System Report:** (per vehicle)

A technical report based on the analysis of information obtained from a CDR System Report (if available)

@ \$500.00 / vehicle

\$

**Field Sketch:**

A hand-drawn sketch created by a member of Traffic Services and the Collision Reconstruction Unit at the scene of the collision (if available)

@ \$250.00

\$

**Technical Collision Investigation Field Notes:**

The hand written notes generated by a member of the Collision Reconstruction Unit or Traffic Services while attending the scene of collision. There will be a six (6) page minimum applied to requests for these documents.

@ \$10.00 /page

\$

**Technical Collision Investigation Report (TCI Report):**

A Police Service report, which the involved vehicles, a scene overview and may include atmospheric and lighting conditions, scene evidence, and includes a technical and collision analysis by a member of the Collision Reconstruction Unit. There will be a six (6) page minimum applied to requests for these documents.

@ \$10.00 /page

\$

**Vehicle Inspection Report and Vehicle Mechanical Examination Report (per vehicle):**

Visual and technical analysis of a damaged vehicle (if available); and

A report generated by a licenced mechanic retained during the course of the investigation by the Police Service, relating to an examination for mechanical fitness of each vehicle involved in a collision and the identification of faults, if any (if available)

@ \$250.00 / vehicle

\$

**Interview with member of Collision Reconstruction Unit:**

Customers frequently request access to members of the Collision Reconstruction Unit for an interview. Interviews will be approved at a rate of 1.5 times a 1<sup>st</sup> Class Constable Rate plus HST (minimum 3 hours). Interviews will pertain to technical aspects of the investigation only.

@ \$1.5 x 1<sup>st</sup> Class Constable Rate

\$

SUBTOTAL

\$

HST

\$

**TOTAL FEE INCURRED**

\$

**BALANCE OWING**

\$

PLEASE MAKE CHEQUE PAYABLE TO:

**WOODSTOCK POLICE SERVICE**

615 Dundas Street, Woodstock, ON N4S 1E1



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Acceptance of Gifts by the Board</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative Reference**

*Ontario Regulation 401/23 Conflicts of Interest*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") adheres to the principles of transparency, integrity, and accountability as outlined in the *Community Safety and Policing Act* (the "Act"). To ensure that Board members act in the public interest and avoid any conflicts of interest, this policy establishes clear guidelines regarding the acceptance of gifts.

### **Policy Application**

1. Board members are prohibited from accepting gifts or other benefits from individuals or organizations that could reasonably be perceived to influence their decision-making or compromise their impartiality. Gifts include, but are not limited to, monetary contributions, personal items, favours, services, or any other form of compensation.
2. If a Board member is offered a gift or benefit, they must immediately disclose the offer to the Board Chair (the "Chair"). If the offer involves the

Chair, disclosure should be made to the Chief of Police. The Board member must provide a detailed account of the nature and value of the gift, the identity of the person or organization offering it, and the circumstances surrounding the offer.

3. Board members shall refuse any gift or benefit that could reasonably be perceived as creating a conflict of interest or influencing their duties. In situations where refusal is not possible or the gift is of nominal value, the Board member must ensure that the gift is disclosed and documented.

### **Reporting**

4. Any disclosed gifts, as outlined in section 3, must be reported at the next Board meeting. The Board will then decide on the appropriate action, which may include returning the gift or donating it to charity.
5. This policy is designed to uphold the public's trust in the Board and prevent any actions that could undermine the integrity of the Board's governance. Any violations of this policy shall be reported to and addressed by the Board.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Accessibility Standards</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

*Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*

*Ontario Regulation 191/11 Integrated Accessibility Standards*

*Ontario Regulation 429/07 Accessibility Standards for Customer Service*

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

*Employment Standards Act, 2000, S.O. 2000, c. 41*

*Ontario Human Rights Code, R.S.O. 1990, c. H. 19*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring equitable access to services, programs, facilities, and goods for individuals with disabilities. This applies to all residents, visitors, and employees, in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, *Ontario Regulation 429/07 Accessibility Standards for Customer Service (O. Reg. 429/07)*, *Ontario Regulation 191/11 Integrated Accessibility Standards*, the *Community Safety and*

*Policing Act (CSPA)* and the *Ontario Human Rights Code (OHRC)*. This policy outlines the standards and practices that ensure our services are accessible to everyone, reflecting our commitment to inclusivity and respect for all individuals.

### **Policy Application**

1. This policy applies to all employees, Board members, volunteers, third parties and the public.
2. The Chief of Police (the “Chief”) is responsible for implementing procedures that promote accessibility, respect, and independence, ensuring compliance with the AODA, the CSPA, and the OHRC.
3. Services will be provided in an accessible manner, ensuring equal opportunity for individuals with disabilities, including those using assistive devices, service animals, or support persons.
4. Accessibility planning will be included in the City of Woodstock’s multi-year accessibility plan, reviewed every five years, and publicly available on the City’s website.
5. The Board will consider accessibility features when acquiring goods, services, or facilities and justify non-feasibility upon request.
6. Communication with individuals with disabilities will be adapted to their needs. Alternative formats, accessible communication supports, and emergency information will be provided upon request.
7. Websites and web content controlled by the Board will comply with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Levels A and AA, as per AODA standards.
8. The Board will maintain an accessible work environment, ensuring compliance with the Employment Standards Act (ESA) and OHRC, providing accessibility training to all relevant personnel, and ensuring third-party

contractors comply with AODA standards.

9. In new construction and renovation projects, the Board will adhere to the AODA Design of Public Spaces Standards and applicable accessibility design standards.
10. In the event of a temporary disruption to services or facilities that affects accessibility, the Woodstock Police Service will provide notice to the public as soon as possible. This notice will include information about the nature of the disruption, its expected duration, and alternative arrangements if available.
11. All Board members, employees, volunteers, and third-party providers will receive training on AODA, O. Reg. 429/07, and OHRC requirements, including how to interact with individuals with disabilities and use assistive devices.
12. Feedback on accessibility will be encouraged, reviewed, and addressed promptly. Individuals can provide feedback through various means, including email, telephone, and in-person.

### **Reporting**

13. The Chief shall provide reports on an exception basis. This requirement applies to situations where an inquiry or investigation under this policy leads to “exceptional” circumstances or scenarios that may negatively impact the Woodstock Police Service (the “Service”), or where there are significant potential liability concerns for the Board and the Service.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Active Attacker Incidents</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, sched. 1*

*Ontario Regulation 393/23 Active Attacker Incidents*

*Ontario Regulation 392/23 Adequate and Effective Policing (General)*

*Ontario Regulation 87/24 Training*

### **Policy Statement**

This policy outlines the procedures and responsibilities for responding to active attacker incidents within the jurisdiction of the Woodstock Police Service (the "Service"), in compliance with the *Community Safety and Policing Act* (the "Act") and its regulations. The goal is to ensure an effective, coordinated, and timely response to such incidents, prioritizing the safety and well-being of all individuals involved, and to provide support to victims and their families.

### **Policy Application**

1. In this policy, "active attacker" means an individual who appears to be



engaged in, attempting to engage in or about to engage in an attack where there is reason to suspect that:

- a. the attacker will be sustained;
  - b. the attacker will cause serious bodily harm or death to other individuals;  
and
  - c. the attacker will continue to attack more individuals if the attacker is not stopped.
2. Police officers shall be deployed immediately to an incident involving an active attacker and will follow response priorities in the following order:
  - a. to stop the active attacker;
  - b. to preserve life;
  - c. to restore order
3. The Chief of Police (the "Chief") shall comply with *Ontario Regulation 393/23 Active Attacker Incidents (O. Reg. 393/23)*.
4. The Chief shall ensure that assistance be provided to victims of an active attacker and their families as soon as possible, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
5. The Chief, if he or she considers it necessary, shall ensure an area is established for the purpose of providing victims and their family members and friends with information on survivors and death notifications. The area shall be established away from the incident location and, to the extent possible, in a location that is not accessible to persons who are not victims or

their family members or friends, or to the media. The Chief, if he or she considers it necessary, shall ensure a separate area is established for the media.

6. Every police officer who performs community patrol functions shall be issued medical supplies and equipment in accordance with the *O. Reg. 393/23*.
7. The Chief shall consider at least the following factors in determining the number of semi-automatic rifles to make readily accessible:
  - a. the policing needs of the community;
  - b. the geographic characteristics of the Service's area of policing responsibility;
  - c. the extent to and manner in which incidents involving an active attacker are effectively responded to in similar communities in Ontario;
  - d. the extent to which past responses to incidents involving an active attacker by the Service have been effective; and
  - e. best practices respecting responses to incidents involving an active attacker.
8. The Chief shall take reasonable steps to develop partnerships with external service providers to facilitate the provision of assistance to victims following an incident involving an active attacker, including concluding arrangements to facilitate the provision of appropriate referrals to health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations. Whenever possible, assistance shall be provided from a centralized location or common virtual platform.
9. The Chief shall publicize how victims of an incident involving an active attacker can access the services that are being provided under an

arrangement concluded under paragraph 8.

10. The Chief shall take reasonable steps to ensure that, at least every two years, members of the Service, including communications personnel, participate in scenario-based active attacker response training and exercises together with emergency medical services and fire departments. The development of training and exercises shall be informed by applicable best practices, and by recommendations for improvements contained in reports prepared following any active attacker incidents.
11. The Chief shall ensure that the service has the ability to issue public alerts in order to provide information to the public about incidents involving an active attacker, including the nature of the incident and any steps that the public should take, using:
  - a. an emergency alert system that delivers alerts through television, radio and wireless devices; and
  - b. social media notifications.
12. The Chief shall establish procedures for responding to incidents involving an active attacker, which must address the requirements of section 7 of the *O. Reg. 393/23*, including:
  - a. communications in relation to incidents involving an active attacker;
  - b. responses by the police officers who initially responded to the incident;
  - c. responses by off-duty police officers who wish to assist in responding to the active attacker;
  - d. responsibilities for exercising command in response to the incident;
  - e. responses by police officers who are acting as a team to make contact with the active attacker;

- f. rescue efforts;
  - g. responding to incidents involving an active attacker at schools and any other locations the Chief believes are at an elevated risk of such an incident occurring, or where the physical location may result in the potential for mass casualties.
- 13. The Chief shall ensure that the wellbeing of members is prioritized following an active attacker incident and that necessary supports for members are in place.
- 14. If the members of the Service respond to an incident involving an active attacker within the area of policing responsibility of the Service, the Chief shall prepare a report reviewing and evaluating the service's response to the incident, which must include the following:
  - a. general information regarding the incident, including the nature of the incident, the date, time, duration and location of the incident, including whether the incident began in one location and ended in another, and the nature or characteristics of the location in which the incident occurred;
  - b. specific information regarding the active attacker, including information regarding any weapons, ammunition or explosives owned or used by the attacker, any criminal history or history of violence, whether the attacker shared information about the incident or plans for the incident, and the tactics used by the attacker during the incident;
  - c. the type of police service and other first responder personnel involved in responding to the incident, and their role in the response;
  - d. details on the response to the incident, including the use of communication, intelligence, tactics and equipment;
  - e. an analysis of the outcome of the incident, including elements of the response that were effective and ineffective, and recommendations for

improvements, including matters to be addressed through changes to procedures and training; and

- f. the impact of the incident and the Service's response to the incident as it related to, as applicable, victims, the community, the Service and its members, another police service and any other first responders.
15. If members of the Service respond to an incident involving an active attacker outside the area of policing responsibility of the Service, the Chief shall support the preparation of the report by the Chief in which the incident occurred. A joint report may be prepared in the event the incident occurred in two or more police services' areas of policing responsibility.
16. The Chief shall prepare the report within 120 days after,
- a. the day of the incident, if there is no Special Investigations Unit investigation into the incident; or
  - b. if there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019* or a report is published in respect of the incident under section 34 of that Act.
17. If the Chief is unable to complete the report within the timeframe above, the Chief of Police shall notify the Board of the status of the report every 30 days, until the report is complete.
18. The Chief shall provide the Board the report within 30 days of its completion. The Board shall publish the report on the internet and any redaction of the information in the report before its publication by the Board is subject to the following rules:
- a. the Board shall consult with the Chief respecting any proposed redaction;
  - b. when consulted, the Chief shall advise the Board respecting the proposed

redaction. If the Chief was required to consult with the Chiefs of Police of other police services in preparing the report, the Chief shall consult with them respecting the proposed redaction before advising the Board.

- c. the Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the *Municipal Freedom of Information and Protection of Privacy Act* or the *Freedom of Information and Protection of Privacy Act*, as the case may be.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Adequate and Effective Policing</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

*Ontario Regulation 392/23 Adequate and Effective Policing (General)*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to maintaining a high standard of excellence in the policing services provided by the Woodstock Police Service (the "Service"). By establishing and maintaining robust processes and mechanisms for adherence, regular review and continuous improvement, we aim to enhance policing outcomes and promote a safer community. Our dedication includes ensuring full compliance with all provisions of *Ontario Regulation 392/23 Adequate and Effective Policing General (O. Reg. 392/23)*, with a focus on promoting accountability, strengthening public confidence, and delivering exceptional policing services to meet the needs of our community.

### **Policy Application**

1. The Chief of Police (the "Chief") shall ensure that the Service complies with all provisions set out in *O. Reg. 392/23*, and will establish, communicate and

operate with procedures in the areas prescribed below. These procedures shall be reviewed and updated consistently to ensure they are effective and efficient, reflect best practices and integrate improvements where it is determined changes are required.

- a. crime prevention, including community-based crime prevention initiatives that seek to address the root causes of crime and involve stakeholders, consistent with the Strategic Plan and the policing needs of the community.
- b. law enforcement, including:
  - i. community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community;
  - ii. traffic direction and enforcement, including traffic patrol
  - iii. situations when more than one police officer must respond to an occurrence or call for service;
  - iv. internal task forces;
  - v. joint forces operations;
  - vi. undercover operations;
  - vii. criminal intelligence, addressing the collection, use disclosure, retention, disposal, correction and dissemination of and access to, criminal intelligence information, as well as related audit procedures;
  - viii. crime, call for service and public disorder analyses;
  - ix. informants and agents;



- x. witness protection and security;
  - xi. police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or neurodevelopmental disability;
  - xii. search of person;
  - xiii. search of premises;
  - xiv. arrest;
  - xv. bail and violent crime;
  - xvi. detainee care and control;
  - xvii. detainee transportation;
  - xviii. property and evidence control; and
  - xix. the provision of law enforcement in respect of all navigable bodies and courses of water within the Service's area of responsibility.
- c. maintaining the public peace, including:
- i. functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team;
  - ii. the deployment of a public order unit for planned and unplanned public order incidents, and debriefing following deployment, including preparation of a summary and analysis of the outcome and recommendations for improvement;
  - iii. police action in respect of labour disputes;
  - iv. police action in respect of protests, demonstrations and

occupations.

d. emergency response, including:

- i. the functions and deployment of any tactical unit, hostage rescue team, incident commander, crisis negotiator, and containment team;
- ii. preliminary perimeter control and containment;
- iii. extreme incidents that are consistent with the Extreme Incident Response Plan;
- iv. the functions and provisions of any mental health and addictions crisis team;
- v. explosive forced entry and explosive disposal;
- vi. responses to a chemical, biological, radiological, nuclear or explosive incident;
- vii. emergency ground search, rescue and recovery;
- viii. emergency waterways search, rescue and recovery, including underwater search and recovery;
- ix. canine units.

e. providing assistance to victims of crime, the Chief's procedures must reflect the principles of the *Victims Bill of Rights 1995* and *Canadian Victims Bill of Rights*, including:

- i. referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations;

- ii. responsibilities of members of the Service in providing assistance to victims.
- f. additional policing functions, including:
  - i. communications and dispatch services; and
  - ii. supervision.
- 2. The Chief shall ensure members of the Service, or people performing a policing function under the direction of a member, are capable of performing the functions assigned to them.
- 3. The Chief shall ensure the equipment and other resources provided to members of the Service for the purpose of providing a policing function shall include at least the equipment and resources set out in Schedule 1 of *O. Reg. 392/23*.
- 4. The Chief shall prepare an emergency plan for the Service setting out the roles and responsibilities of the Service during an emergency and the procedures to be followed during an emergency. In developing the emergency plan, the Chief shall consult with the City of Woodstock and any other applicable emergency service providers.
- 5. The Chief shall develop an operational plan for the following incidents:
  - a. an incident that requires multiple members of ~~a Chief's police~~ the Service to provide emergency response or maintain the public peace policing functions outside of the Service's area of policing responsibility; and
  - b. the provision of policing functions by the Service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved members of the Service.

6. The operational plan shall have regard to the collective agreements with members, and address, without limitations, breaks and meals for members of the Service who are deployed in relation to the incident.
7. The Chief shall comply with the requirements in the operational plan.
8. The Chief and Board shall implement a quality assurance process relating to the provision of adequate and effective policing and compliance with *the Act* and its regulations.
9. The Chief shall ensure members have the necessary training, knowledge, skills and abilities to perform the duties required by *the Act* and its regulations.

### **Reporting**

10. The Chief shall provide the Board with an annual report on crime analysis, call analysis and public disorder analysis data, and of information on crime trends, and shall ensure that the report is published on the internet.
11. In accordance with the *Missing Persons Act, 2018*, the Chief shall ensure an annual report on missing persons is provided to the Board before April 1 each year that includes:
  - a. the total number of urgent demands made in the previous calendar year and the number of missing persons investigations to which they related; and
  - b. a description of the types of records specified in the urgent demands for records made in that year.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Annual Reporting Framework</b>
<b>Policy Number:</b>	<b>AI-011</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

*Ontario Regulation 399/23 General Matters Under the Authority of the Lieutenant Governor in Council*

### **Policy Statement**

This policy establishes the framework for the Woodstock Police Service Board (the “Board”) to comply with the requirements of the *Community Safety and Policing Act* (the “Act”) and its associated regulations regarding annual reporting. This policy ensures that the Board provides transparent, accurate, and comprehensive reporting on the activities and performance of the Woodstock Police Service (the “Service”) to enhance public accountability and trust.

### **Policy Application**

1. The Board is required to produce an Annual Report under the *Act*, which mandates reporting on various aspects of policing, including but not limited to:

- a. a summary of the Board's activities and achievements over the past fiscal year;
  - b. an overview of the Service's performance, including metrics and outcomes related to public safety, crime rates, and community engagement;
  - c. financial statements, including budget expenditures and funding sources;
  - d. compliance information with respect to statutory and regulatory requirements;
  - e. progress on strategic priorities and goals set by the Board and the Service; and
  - f. details of any complaints received, investigated and resolved.
2. The Chief of Police is responsible for overseeing the preparation of the Annual Report, including gathering and organizing relevant data. A draft of the report will be prepared as soon as practical after the fiscal year ends and will be reviewed by the Board.

### **Reporting**

3. The Board must approve the final version of the Annual Report, which will then be filed with its municipality on or before June 30 in each year as outlined in the *Act*.
4. The Annual Report will be published on the Woodstock Police Service Website, ensuring accessibility for all community members.
5. The Annual Report will be maintained for six years in line with the Board's Record Retention By-Law 05-2024.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Appointment and Recruitment of the Chief of Police and Deputy Chief of Police</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative Reference**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

### **Policy Statement**

This policy outlines the procedures and criteria for the recruitment and appointment of the Chief of Police (the "Chief") and the Deputy Chief of Police (the "Deputy Chief") for the Woodstock Police Service (the "Service"). It is designed to ensure compliance with the *Community Safety and Policing Act* and other relevant legislation, promoting transparency, merit-based selection, and alignment with community needs and expectations.

### **Policy Application**

1. When a vacancy arises for the Chief or Deputy Chief, the Woodstock Police Service Board (the "Board") shall issue a public announcement detailing the job description, qualifications, and application process. The vacancy will be widely advertised on local, provincial, and/or national platforms, including professional organizations, employment websites, and community networks, to attract a diverse pool of candidates.

2. Interested candidates must submit their applications by the specified deadline. An initial screening committee, appointed by the Board, shall review applications to ensure that candidates meet the minimum qualifications and criteria as outlined in the job description. Candidates will be evaluated based on their educational background, experience, and training, as well as competencies such as leadership, strategic thinking, community engagement, and commitment to policing standards. Comprehensive background checks, including criminal record checks and verification of previous employment, will be conducted.
3. Shortlisted candidates shall participate in a structured interview process conducted by a selection panel, which may include members of the Board, external experts, and community representatives. The panel will assess candidates based on their responses to situational and behavioural questions and their ability to address contemporary policing issues.
4. Following the interview process, the selection panel shall provide the Board with a recommendation for the appointment of the Chief and/or Deputy Chief. This recommendation will include a summary of the candidate's qualifications, interview performance, and suitability for the role. The Board shall review the recommendation and make the final decision regarding the appointment, ensuring that the choice is based on the merit of the candidates and the best interests of the Service and community.
5. Once the Board approves the appointment, an offer will be extended to the selected candidate. A contract will be forwarded to the candidate outlining the terms and conditions of employment, including compensation, benefits, and contractual obligations. A transition plan shall be developed to ensure a smooth hand-over from the outgoing Chief or Deputy to the incoming appointee, including briefings, introductions, and orientation to key stakeholders and ongoing projects. The newly appointed Chief or Deputy Chief will undergo an on boarding process, including orientation to the Service's policies, procedures, and community expectations.



6. This policy will be reviewed annually or as necessary to ensure compliance with all relevant legislation. Amendments will be made as needed to reflect changes in legal requirements, best practices, and organizational needs.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Appointment of Police Officers</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative Reference**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is responsible for overseeing the appointment of police officers in accordance with the *Community Safety and Policing Act*. This policy aims to ensure that appointments are made based on merit, qualifications, and suitability, maintaining the integrity and effectiveness of the Woodstock Police Service (the "Service").

### **Policy Application**

1. The appointment process begins with the Board, in consultation with the Chief of Police, identifying the staffing needs of the Service based on operational requirements and strategic priorities. The recruitment process will be conducted in accordance with applicable employment laws and best practices. This includes advertising positions publicly, conducting a thorough selection process, and evaluating candidates based on qualifications, experience, and suitability for the role.

2. All candidates shall undergo a comprehensive screening process, which includes but is not limited to, background checks, psychological assessments, physical fitness evaluations, and interviews. This process aims to ensure that candidates meet the necessary standards of conduct, capability, and fitness for police work.
3. Following the completion of the selection process, the Chief of Police shall provide the Board with a recommendation for the appointment of successful candidates. This recommendation shall include detailed information about the candidate's qualifications, experience, and results from the screening and assessment process. The Board shall then review the Chief of Police's recommendation and make the final decision regarding appointments. Appointments are subject to the Board's approval, which will be based on the merit of the candidates and the needs of the Service.
4. Upon approval, new officers shall undergo an onboarding process that includes orientation, training, and integration into the Service. This ensures that they are adequately prepared to perform their duties and adhere to the Service's standards and protocols.
5. The Board shall ensure that all procedures are transparent, equitable, and free from bias or discrimination. Any issues or concerns regarding the appointment process shall be addressed promptly and in accordance with established grievance procedures.
6. The Board shall maintain accurate and comprehensive records of the appointment process, including documentation related to recruitment, selection, screening, and final decisions. These records will be kept confidential and secure, in compliance with privacy regulations and organizational policies/directives.
7. This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with current legislation, best practices, and evolving needs of the Service.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Appointment of Special Constables</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

*Ontario Regulation 396/23 Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers*

### **Policy Statement**

The purpose of this policy is to outline the procedures and requirements for the appointment, management, and oversight of Special Constables by the Woodstock Police Service Board (the "Board"). This policy ensures compliance with the *Community Safety and Policing Act* (the "Act") and *Ontario Regulation 396/23 Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers* (O. Reg. 396/23).

### **Policy Application**

1. All appointments of Special Constables, including their duties, permitted weapons, and conditions of appointment, including suspension and termination, shall be made in consultation with and based on the advice of

the Chief of Police (the "Chief"). These appointments must comply with the provisions set out in sections 92, 93, and 94 of the *Act* and *O. Reg. 396/23*.

2. The Chief is responsible for making recommendations to the Board regarding the appointment of members of the Service as Special Constables and ensuring that all candidates recommended for appointment meet, at a minimum, the criteria specified in subsection 92(1) of the *Act*.
3. The Chief shall ensure that the powers and duties proposed for inclusion in the Certificate of Appointment do not exceed those prescribed in *O. Reg. 396/23*.
4. The Chief shall ensure that all Special Constables receive, at a minimum, the training mandated by the Ministry, which includes both initial and ongoing annual training.
5. The Chief shall notify the Board of any circumstances that may reasonably require consideration for amending, suspending, or terminating a Special Constable's Certificate of Appointment.
6. Upon receiving the Chief's recommendation, the Board shall review the recommendation. In the absence of any information indicating non-compliance with the *Act* or *O. Reg. 396/23*, the Board shall issue a Certificate of Appointment to the Special Constable as recommended.
7. The Chief is responsible for making recommendations to the Board regarding the reappointment of a Special Constable at the end of his or her term. The Chief shall ensure that Special Constables seeking reappointment have met all standards and completed the required training.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Board Communications</b>
<b>Policy Number:</b>	
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

*Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*

*Ontario Regulation 408/23 Code of Conduct for Police Service Board Members*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") recognizes the need for providing prompt and accurate information to the public concerning matters within the Board's jurisdiction to build and maintain public trust and confidence. This policy outlines the requirements and procedures for Board members and staff regarding communication with the public and the media.

### **Policy Application**

It is the policy of the Woodstock Police Service Board that:

1. Board members must maintain confidentiality of information disclosed or discussed during any meetings that are closed to the public;
2. No Board member shall speak on behalf of the Board unless explicitly

authorized by the Board to do so;

3. If a Board member disagrees with a Board decision, they must clearly indicate that they are sharing a personal opinion, not representing the Board's stance;
4. The Board Chair shall serve as the primary spokesperson for the Board. If the Chair is unavailable, the Vice-Chair will assume this role.
5. The Board's Executive Assistant may act as a spokesperson for the Board on factual matters, administrative issues, in emergencies, or as directed by the Board.
6. Board members receiving direct media inquiries should refrain from commenting. Instead, they should notify the Chair and the Board's Executive Assistant so appropriate action can be taken.
7. The Community Service Officer shall prepare media releases as directed by the Board or, if needed, by the Chair. The media releases shall be promptly posted on the Service's website as soon as practical.
8. Media conferences will be arranged only at the direction of the Chair or, in their absence, the Vice-Chair. Board members will be notified of any media conferences beforehand. Board staff will act as liaisons between the media and the Board spokesperson for interview or comment requests.
9. Board members and staff must avoid posting comments on social media platforms that could negatively affect the Board's reputation.
10. The Board's Executive Assistant may manage social media accounts on behalf of the Board, provided these accounts are used to disseminate factual information in compliance with this policy.

### **Reporting**

11. The Chair and/or the Board's Executive Assistant must report to the Board

any breaches of procedure that negatively impact the Board.





September, 9, 2024

Board Report – September 2024 - OPEN SESSION

RE: ***Request to WPSB for sponsorship to the Jeff Pincombe Charity Golf Tournament being held October 2nd, 2024***

The Woodstock Police Association will be hosting the Jeff Pincombe Charity Golf Tournament, this coming October 2<sup>nd</sup> 2024.

This tournament is held in memory of a past officer, Jeff Pincombe who was killed in an off-duty car accident in 2004. Following his death, Jeff's family created a bursary that has been awarded to several of our officers. Jeff was well respected amongst his peers at the Woodstock police and the golf event has significant meaning to all who knew him and who were affected by his passing.

The organizers are seeking organizations to sponsor a hole for this tournament, in the amount of \$100

Signs will be provided to show "*this hole sponsored by the Woodstock Police Services Board*"

**Recommendation:**

**That the Board approve the attached sponsorship in the amount of \$100 to support the Jeff Pincombe Charity Golf Tournament**

Nick Novacich  
Deputy Chief of Police