

The Corporation of the Township of Guelph/Eramosa

By-law Number 31/2025

A By-Law to Establish the Retention Periods for Certain Documents and Records to be kept by the Corporation of the Township of Guelph/Eramosa and to Repeal By-Law 52/2024.

WHEREAS the Section 255(3) of the *Municipal Act, S.O. 2001, c.25, as amended* (hereafter referred to as the *Municipal Act*) provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof; and

WHEREAS the Council of the Township of Guelph/Eramosa deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law:

NOW THEREFORE, the Council of the Township of Guelph/Eramosa hereby enacts as follows:

1. THAT authority for establishing and amending retention periods for the records of The Corporation of Name shall be delegated to the Municipal Clerk subject to the approval of the Municipal Auditor of such schedules.

2. THAT the Records Retention Program Policy attached hereto as Schedule "A" be adopted and the Municipal Clerk be authorized to amend the policy from time to time.

NOW THEREFORE, the Council of the Township of Guelph/Eramosa hereby enacts as follows:

1. DEFINITIONS

In this by-law,

- a) "Act" means the *Municipal Act, S.O. 2001, c. 25, as amended*, or any successor thereto;
- b) "Audit" means an annual examination of records to determine the integrity, security and efficiency of Township records in accordance with policies and legislation.
- c) "Auditor" means a licensed person or firm appointed by the Council of the Township, in accordance with the *Municipal Act*, from time to time to perform the annual audit of the records of the Township.
- d) "Clerk" shall mean the Clerk appointed by this By-law for the Township, Deputy or designate.
- e) "Dispose" means to destroy and "disposition" has a corresponding meaning.
- f) "Disposition" means the final action taken upon the expiration of a record's retention period, in accordance with TOMRMS and legislation.

- g) "E" represents "Event". As defined under "Retention or Limitation" of the Schedule Citation Table.
- h) "Electronic Documents Records Management System (EDRMS)" means a software program used to capture, manage, index and store electronic records and information.
- i) "File" means the compilation of receipts, vouchers, instruments, rolls or other documents, records and papers which may be in their original form or microform that is certified by the Clerk of the Municipality;
- j) "Official records or Official Business Records (OBR)" means records that serve important functions of the Township, such as supporting program delivery or policy development, meeting legal, financial and other official requirements or providing evidence of decisions and actions. These records demonstrate: what happened, when, who was involved and what was decided or recommended by whom. They are subject to management throughout their life cycle according to the requirements of Schedule 'A' of this By-law
- k) "P" represents "Permanent". A file with this retention limit is never destroyed.
- l) "Records" means any recorded information that is created, received, or maintained as evidence in the transaction of business or the pursuance of legal obligations. Includes records that are reported, whether printed form, on film, by electronic (including instant messaging tools) means or otherwise, including correspondence, memoranda, handwritten notes/notebooks, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound recordings, videotapes, machine readable records, and any other documentary material, regardless of physical form or characteristics, and including "official records" and "transitory records".
- m) "Records Management System (RMS)" means the management of records for the Township throughout the records' life-cycle.
- n) "Retention Period" means the period of time during which records must be kept by the Township before they may be disposed of.
- o) "Retention Schedule" means the schedule prescribing how long, specifically the number of years after the current year of a retention schedule, specific records must be retained before they may be disposed of.
- p) "S" represents "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.
- q) "T" represents "Terminated". A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way.
- p) "Temporary Records" means records kept solely for convenience and reference for a short period of time, and of limited value in documenting the planning or implementation

of Township policy or programs beyond an immediate and minor transaction to complete a routine task, or to prepare draft records, such as:

- i) copies of miscellaneous notices and memoranda concerning routine administrative matters or other minor issues;
 - ii) information copies of widely distributed materials such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - iii) preliminary copies of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
 - iv) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - v) voice-mail messages;
 - vi) Instant messaging and other forms of communications that do not relate to Township business;
 - vii) copies of publications, such as published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - viii) duplicate stocks of obsolete publications, pamphlets or blank forms; and
 - ix) unsolicited advertising materials, including brochures, company profiles and price lists.
- q) "Year" means a full calendar year commencing on January 1st and terminating on December 31st of a given year.
- r) "***" represents "subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.

2. RETENTION SCHEDULE

- a) The following schedules to this by-law form an integral part thereof:

Schedule "A"	Records Retention Schedule
Schedule "B"	Citation Groups for Retention Schedule

- b) The Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.
- c) In determining the retention periods of any records, the Clerk shall consider, in consultation with other Township Department Heads where appropriate:
- i) the operational nature of the records, including the period of time during which the Township uses the records to perform its functions;
 - ii) the legal nature of the records, including the period of time necessary to comply with statutory and regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;

- iii) the fiscal nature of the records, including the period of time necessary for audit or tax purposes; and
- iv) the historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Township.

3. EMPLOYEE RESPONSIBILITIES

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

- a) Comply with the retention periods as specified in Schedule "A" attached hereto;
- b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage.

4. CLERK OR DESIGNATE

The Clerk or his/her designate shall:

- a) Develop and administer policies and establish and administer procedures for the Township's records management program.
- b) Periodically review and make recommendations with respect to this by-law including Schedule "A" and Schedule "B" attached hereto.
- c) Ensure that official records are preserved and disposed of in accordance with Schedule "A" attached hereto.
- d) Ensure that all disposition notices are prepared pursuant to Subsection (a) of Section 5 of this by-law and all certificates of disposition are prepared as required and are preserved.

5. DISPOSITION OF RECORDS

- a) The Clerk or his/her designate, shall notify the appropriate Township Department Head in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
- b) Any Department Head who needs records retained past the eligible disposition date, shall notify the Clerk and state the reason why such further retention is necessary.
- c) Where the Clerk finds it appropriate and taking into account the principles governing the disposition of records, shall re-schedule the disposition of any records listed in the notice referred to in Subsection b) of this Section for up to one year later than the scheduled disposition date.
- d) If no notice is received under Subsection b) of this Section before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Township Clerk or designate.

6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

- a) The following principles shall govern the destruction of official records:
 - i) When there is no further business or legal reasons for retaining official records, they shall be destroyed.
 - ii) Official records pertaining to pending or actual investigation or litigation shall not be destroyed.
 - iii) Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

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- b) Official records in the custody or control of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a disposition notice prepared pursuant to Subsection a) of Section 5 of this by-law.
- c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

7. APPROVAL OF BY-LAW

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


8. REPEAL

Upon the coming into force of this by-law, By-law No. 52/2024 is hereby repealed.

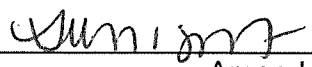
9. CITING OF BY-LAW

This by-law may be cited as the "Records Retention By-law"

READ three times and finally passed
this 8th day of **September, 2025**



Chris White, Mayor



Amanda Knight, Clerk

Township of Guelph/Eramosa

Records Retention Schedules – 2025

Category	Code	Secondary Heading	Scope Notes	Responsible Department	Total Retention (# of years after current year)	Retention Justification / Citations
Administration	A01	Associations and Organizations	<p>ASSOCIATIONS AND ORGANIZATIONS</p> <p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members 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.</p> <p>Excludes:</p> <p>Membership Fees - see F01</p>	Originating	1 year	best practice / business need
Administration	A02	Staff Committees and Meetings	<p>STAFF COMMITTEES AND MEETINGS</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Council Minutes and Agenda - see C03-C04 • Standing Committees - see C05-C06 <p>Health & Safety Committee Meetings – see H04</p>	Originating	4 years**	best practice / business need
Administration	A03	Computer Systems and Architecture	<p>COMPUTER SYSTEMS AND ARCHITECTURE</p> <p>Includes records relating to the design of computer systems, system changes and/or software and network architecture, 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>	Treasury	Superseded + 6 years	best practice / business need

			<ul style="list-style-type: none"> • Reports - file by subject 			
			Acquisitions - see F18			
Administration	A04	Conferences and Seminars	<p>CONFERENCES AND SEMINARS</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"> • Speeches and Presentations - see M08 • Accommodation & Travel Arrangements – see A13 • Employee and Council Expenses - see F09 • Ceremonies and Events - see M02 • Invoices - see F01 <p>Rental Agreements - see L14</p>	Originating	<p>1 year**</p> <p>archival review if sponsored by the Municipality</p>	best practice / business need
Administration	A05	Consultants	<p>CONSULTANTS</p> <p>Records contained should be filed in other classification categories.</p> <p>For:</p> <ul style="list-style-type: none"> • Reports - file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders - see F18 <p>Invoices - see F01</p>	Originating	2 years**	best practice / business need
Administration	A06	Inventory Control	<p>INVENTORY CONTROL</p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Assets - see F06 • Controlled Drug Substances – see S18 <p>Petroleum Products – see E24</p>	Originating	6 years	best practice / business need
Administration	A07	Office Equipment and Furniture	<p>OFFICE EQUIPMENT AND FURNITURE</p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.</p>	Originating	1 Year	best practice / business need

			Excludes: <ul style="list-style-type: none"> Computer Hardware and Software - see A03 Service Agreements - see L14 Assets - see F06			
Administration	A08	Office Services	OFFICE SERVICES Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	Originating	1 year	best practice / business need
Administration	A09	Policies and Procedures	POLICIES AND PROCEDURES Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	Superseded + 15 years** Long term care = permanent	g046 g059 g060 g062 g125 g148 g155
Administration	A10	Records Management	RECORDS MANAGEMENT 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"> Retention By-Law - see C01 Policies and Procedures - see A09 Records Disposition - see A11	Clerk's	Superseded	best practice / business need
Administration	A11	Records Disposition	RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	Permanent	best practice / business need (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
Administration	A12	Telecommunications Systems	TELECOMMUNICATIONS SYSTEMS Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: <ul style="list-style-type: none"> Licenses - see P09 	Originating	Superseded	best practice / business need

			<ul style="list-style-type: none"> Assets - see F06 Long Distance Call Records – see F01 <p>Agreements - see L04 or L14</p>			
Administration	A13	Travel and Accommodation	<p>TRAVEL AND ACCOMMODATION</p> <p>Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.</p> <p>Excludes:</p> <p>Employee and Council expenses – see F09</p>	Originating	1 year	best practice / business need
Administration	A14	Uniforms and Clothing	<p>UNIFORMS AND CLOTHING</p> <p>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.</p>	Originating	Superseded **	best practice / business need
Administration	A15	Vendors and Suppliers	<p>VENDORS AND SUPPLIERS</p> <p>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 bidders' information sheets.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Purchase Orders and Requisitions - see F17 Office Equipment - owned and leased - see A07 <p>Fleet Management - see V01</p>	Originating	2 years	best practice / business need
Administration	A16	Intergovernmental Relations	<p>INTERGOVERNMENTAL RELATIONS</p> <p>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.</p> <p>Excludes:</p> <p>Legislation – see L10/L11</p>	Originating	5 years**	best practice / business need
Administration	A17	Information Access and Privacy	<p>INFORMATION ACCESS AND PRIVACY</p> <p>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</p>	Clerk's	2 years	g071

			and processing, notices of disclosure, responses to FOI request 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 (PIBs). Excludes: <ul style="list-style-type: none">Copies of the Act - see L11 Non MFIPPA Complaints and Inquiries - see M04			
Administration	A18	Security	SECURITY Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output. Excludes: <ul style="list-style-type: none">Vandalism Reports - see P05 Computer Security - see A03	Originating	5 years	best practice / business need
Administration	A19	Facilities Construction and Renovations	FACILITIES CONSTRUCTION AND RENOVATIONS 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: As-Builts and drawings – see A27	Originating	project finished and no outstanding issues + 2 years** ** work elevating platforms – keep inspections, tests, repairs, modifications and maintenance performed	g059 g073
Administration	A20	Building and Property Maintenance	BUILDING AND PROPERTY MAINTENANCE 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">Parks Management (see R04)Building Systems – see A26	Originating	5 years Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
Administration	A21	Facilities Bookings	FACILITIES BOOKINGS	Originating	1 year	best practice / business need

			Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.			
Administration	A22	Accessibility of Services	ACCESSIBILITY OF SERVICES 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: Report on services – see A25	Clerk's	Permanent	g010
Administration	A23	Information Systems Production Activity & Control	INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	IT	2 years	best practice / business need
Administration	A24	Access Control & Passwords	ACCESS CONTROL AND PASSWORDS Records related to the management of and access to programs. Includes individual access, password management, etc.	IT	Superseded	best practice / business need
Administration	A25	Performance Management/ Quality Assurance	PERFORMANCE MANAGEMENT/QUALITY ASSURANCE 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 Report, 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"> Employee performance appraisal - see H03 Council Goals & Objectives - see C08 Financial Regulatory reporting, FIR and MPMP – see F27	CAO	6 years	g110

Administration	A26	Building Structure Systems	BUILDING STRUCTURE SYSTEMS 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; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.		Superseded or life of system/asset	g046 g100
Administration	A27	Drawings	DRAWINGS 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.		Superseded or life of system/asset	g073 g141
Council & By-laws	C01	By-Laws	BY-LAWS 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.	Clerk's	Permanent	g090 g131
Council & By-laws	C02	By-Laws - Other Municipalities	BY-LAWS - OTHER MUNICIPALITIES Includes final versions of by-laws of other municipalities which are of interest.	Clerk's	Superseded	best practice / business need
Council & By-laws	C03	Council Agenda	COUNCIL AGENDA Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's	Superseded + 5 years	best practice / business need
Council & By-laws	C04	Council Minutes	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. Excludes: • Council Committees - see C05, C06 • Reports to Council - see C11	Clerk's	Permanent working notes = 6 years copies = 2	g131
Council & By-laws	C05	Council Committee Agenda	COUNCIL COMMITTEE AGENDA Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Clerk's	Superseded	best practice / business need
Council & By-laws	C06	Council Committee Minutes	COUNCIL COMMITTEE MINUTES	Clerk's	6 years **	g015

			Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.			
Council & By-laws	C07	Elections	ELECTIONS Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change 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 documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	Clerk's	day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	g069 g070
Council & By-laws	C08	Goals and Objectives	GOALS AND OBJECTIVES Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry. Excludes: <ul style="list-style-type: none"> Environmental Planning – see D03 Official Plan – see D08	Originating	10 years**	g052 g159
Council & By-laws	C09	Motions and Resolutions	MOTIONS AND RESOLUTIONS Includes final signed versions of resolutions and motions of Council.	Clerk's	Permanent copy = 1 year	g131
Council & By-laws	C10	Motions and Resolutions - Other Municipalities	MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	Superseded	best practice / business need
Council & By-laws	C11	Reports to Council	REPORTS TO COUNCIL Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	Clerk's	Permanent	best practice / business need – also included Council Minutes
Council & By-laws	C12	Appointments to Boards and Committees	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	Clerk's	Permanent	g131
Council & By-laws	C13	Accountability Transparency & Governance	ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including	Clerk's	2 years	g059

			Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.			
Council & By-laws	C14	Mayoral Decisions	MAYORAL DECISIONS Includes records relating to the decisions made by a mayor in the execution of their powers and responsibilities such as directions to employees, appointments of staff, decisions on appointments to local boards and committees. Also include decisions to veto bylaws			
Development & Planning	D01	Demographic Studies	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L12	Planning	10 years **	best practice / business need
Development & Planning	D02	Economic Development	ECONOMIC DEVELOPMENT Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> • Demographic Studies - see D01 • Residential Development - see D04 • Tourism Development - see D06 • Industrial/Commercial Development - see D21 	Planning	10 years **	best practice / business need
Development & Planning	D03	Environment Planning	ENVIRONMENT PLANNING 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. Excludes: <ul style="list-style-type: none"> • Environmental Monitoring - see E05, E13 - E15 	Planning	15 years **	g008 g016 g068 g146 g156

			<ul style="list-style-type: none"> Waste Management - see E07 <p>Source Water Protection Committee – see E20</p>			
Development & Planning	D04	Residential Development	<p>RESIDENTIAL DEVELOPMENT</p> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.</p>	Planning	10 years **	best practice / business need
Development & Planning	D05	Natural Resources Planning	<p>NATURAL RESOURCES PLANNING</p> <p>Includes records regarding planning for 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"> Tree maintenance – see E04 <p>Natural Resource management and preservation – see E18</p>	Planning	5 years **	best practice / business need
Development & Planning	D06	Tourism Development	<p>TOURISM DEVELOPMENT</p> <p>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.</p>	Planning	10 years **	best practice / business need
Development & Planning	D07	Condominium Plans	<p>CONDOMINIUM PLANS</p> <p>Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>	Planning	Permanent Applications = 2 years after final decision	best practice / business need
Development & Planning	D08	Official Plans	<p>OFFICIAL PLANS</p> <p>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>	Clerk's	Permanent	g090
Development & Planning	D09	Official Plan Amendment Applications	<p>OFFICIAL PLAN AMENDMENT APPLICATIONS</p> <p>Excludes:</p> <ul style="list-style-type: none"> Subdivision Agreements - see L04 <p>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.</p>	Planning	Final decision or reflected in revised official plan + 5 years	

Development & Planning	D10	Severances	SEVERANCES Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	land titles registration + 6 years	g133
Development & Planning	D11	Site Plan Control	SITE PLAN CONTROL 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"> Systems for Servicing Land - see relevant subject. Site Plan Agreements - see L04	Planning	Permanent Application = 2 years after final decision	best practice / business need
Development & Planning	D12	Subdivision Plans	SUBDIVISION PLANS Includes records regarding the pre-consultation and 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: Subdivision Agreements - see L04	Planning	Permanent Application = 2 years after final decision	best practice / business need
Development & Planning	D13	Variance Applications	VARIANCE APPLICATIONS Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations. Excludes: Budget Variances - see F05	Planning	Permanent	best practice / business need
Development & Planning	D14	Zoning	ZONING 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"> Zoning By-Laws - see C01 Variances - see D13	Planning	Final decision + 2 years	best practice / business need
Development & Planning	D15	Easements	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of	Planning	Termination of right + 6 years **	g133

			private lands in order to maintain public service such as water and sewer lines that cross private property. Excludes: Original Agreements - see L04			
Development & Planning	D16	Encroachments	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. Excludes: • Original Agreements - see L04	Planning	Termination of right + 6 years **	g133
Development & Planning	D17	Annexation/ Amalgamation	ANNEXATION/AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	Clerk's	Permanent	best practice / business need
Development & Planning	D18	Community Improvement	COMMUNITY IMPROVEMENT Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e.. RRAP, CMHC. Excludes: Economic Development - see D02	Planning	Completion of project + 6 years **	best practice / business need
Development & Planning	D19	Municipal Addressing	MUNICIPAL ADDRESSING Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning	Superseded + 10 years **	best practice / business need
Development & Planning	D20	Reference Plans	REFERENCE PLANS Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	Permanent	best practice / business need
Development & Planning	D21	Industrial/ Commercial Development	INDUSTRIAL/COMMERCIAL DEVELOPMENT Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: Agricultural Development – see D23	Planning	10 years **	best practice / business need

Development & Planning	D22	Digital Mapping	DIGITAL MAPPING Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning	Superseded	best practice / business need
Development & Planning	D23	Agricultural Development	AGRICULTURAL DEVELOPMENT Includes all records regarding development of agricultural growth.	Planning	10 years **	best practice / business need
Development & Planning	D24	Official Plan Background	OFFICIAL PLAN BACKGROUND Includes reports pertaining to amendments and changes to the Official Plan.	Planning	Final Decision + 5 years	best practice / business need
Development & Planning	D25	Deeming Process	DEEMING PROCESS Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law 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.	Planning	Final Decision + 2 years	best practice / business need
Development & Planning	D26	Development Charges Study	DEVELOPMENT CHARGES STUDY Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, 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	Planning	15 years **	g128
Development & Planning	D27	Part Lot Control	PART LOT CONTROL 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.	Planning	Final Decision + 5 years	best practice / business need
Environmental Services	E01	Sanitary Sewers	SANITARY SEWERS	Works	project completed & no outstanding issues + 2 years	best practice / business need g059

			<p>Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Waste Management - see E07 Storm Sewers - see E02 Treatment Plants - see E03 MOE Approvals – see E21 <p>Drawings/As Built and specifications – see A27</p>		Specifications = life of the asset as per A27	g073 g089
Environmental Services	E02	Storm Sewers	<p>STORM SEWERS</p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes:</p> <p>Drawings/ As Built and specifications – see A27</p>	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice / business need g059 g073
Environmental Services	E03	Treatment Plants - Wastewater	<p>TREATMENT PLANTS (Wastewater Treatment and Collection Systems)</p> <p>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 the 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.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Private Sewage Disposal Systems – see E12 <p>Drawings/ As Built and specifications – see A27</p>	Works	report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27 Plans = cease to apply + 2 years	g008 g059 g073 g082 g089 g152
Environmental Services	E04	Tree Maintenance	<p>TREE MAINTENANCE</p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>	Works	5 years	best practice / business need g089
Environmental Services	E05	Air Quality Monitoring	<p>AIR QUALITY MONITORING</p>	Engineering	later of: date of offence or: day evidence of offence first came	g008 g089

			<p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Quality – see E13 to E15 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 <p>Land Quality Monitoring – see E23</p>		to attention of person appointed under s. 5 + 5 years **	
Environmental Services	E06	Utilities	<p>UTILITIES</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> <p>Site Plans - see D11</p>	Works	5 years **	best practice / business need
Environmental Services	E07	Waste Management	<p>WASTE MANAGEMENT</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 collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Sanitary Sewers - see E01 • Environment Planning - see D03 • Private Sewage Disposal Systems – see E12 <p>Annual reports on blue boxes, recycling program, etc. – see A25</p>	Works	<p>10 years or cease to apply + 10 years **</p> <p>post landfill site closure documentation = closure + 25 years</p>	<p>g008 g037 g038 g039</p> <p>g041 g042 g073 g089 g112 g117 g121 g138</p>
Environmental Services	E08	Water Works – Drinking Water Plant	<p>WATER WORKS (Drinking Water Plant)</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 record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design,</p>	Works	<p>15 years</p> <p>Specifications =Permanent as per A27</p>	<p>g073 g082 g089 g108 g111</p>

			<p>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 & 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 problems and disinfection equipment continuous performance records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Water Pumping Stations – see E03 <p>Drawings/ As Built and specifications – see A27</p>			
Environmental Services	E09	Drains	<p>DRAINS</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 reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.</p> <p>Excludes:</p> <p>Drawings/ As Built and specifications – see A27</p>	Works	Superseded + 5 years** Specifications = Permanent as per A27	g073 g082
Environmental Services	E10	Pits and Quarries	<p>PITS AND QUARRIES</p> <p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> License/permits – see P09 	Works	Superseded + 5 years** Specifications = life of the pit or quarry	g073 g082
Environmental Services	E11	Nutrient Management	<p>NUTRIENT MANAGEMENT</p> <p>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.</p>	Works	Superseded + 5 years** or expiry of plan + 2 years	g129

			Excludes: Strategy/plan review – see A25			
Environmental Services	E12	Private Sewage Disposal Systems	PRIVATE SEWAGE DISPOSAL SYSTEMS Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	Works	Superseded + 7 years** Specifications = life of system	g037 g082 g129
Environmental Services	E13	Water Monitoring	WATER MONITORING 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 and 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"> Air Quality Monitoring – see E05 Land Quality Monitoring – see E23 By-Law Enforcement - see P01 Complaints and Inquiries - see M04 Annual reports – see A25	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g082 g089 g108 g110 g111 g115
Environmental Services	E14	Water Sampling	WATER SAMPLING 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. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & 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.	Engineering Child Care Facility	created, approved or plan no longer in force + 15 years child care facility plumbing flush and water testing = 6 years	g008 g016 g082 g089 g108 g110 g111 g115

			Excludes: <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 Facilities Routine water use, monitoring & testing – see P21			
Environmental Services	E15	Chemical Sampling of Water	CHEMICAL SAMPLING OF WATER 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. Excludes: <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 Facilities Routine water use, monitoring & testing – see P21	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g089 g108 g111 g110
Environmental Services	E16	Backflow Prevention and Cross Connection Control	BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL 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.	Engineering	Superseded + 15 years	g008 g082 g089 g108 g110 g111
Environmental Services	E17	Energy Management	ENERGY MANAGEMENT Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Engineering	End of reporting period to which relates + 7 years	best practice / business need

Environmental Services	E18	Natural Heritage	<p>NATURAL HERITAGE</p> <p>Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, 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"> • Natural Resources Planning – see D05 • Tree Maintenance – see E04 • Conservation district plans – see R01 <p>Archaeological and heritage site investigation reports – see R01</p>	Works	end of plan or designated year + 3 years	g057 g072 g089
Environmental Services	E19	Renewable Energy	<p>RENEWABLE ENERGY</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 on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.</p>	Engineering	created, approved or facility no longer in force + 15 years	g060
Environmental Services	E20	Source Water Protection	<p>SOURCE WATER PROTECTION</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> <p>Excludes:</p> <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments - see D03 • Prohibition Notices and Orders - P20 • Contracts and Agreements - Simple (Not Under Seal) - L14 	Engineering	created, approved or plan no longer in force + 15 years	best practice / business need g016 g060

			<ul style="list-style-type: none"> • Soil Contamination – E23 Nutrient Management – E11			
Environmental Services	E21	MOE Environmental Compliance Approvals	MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS Includes Environmental Compliances 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.	Engineering	Cease to apply + 3 years	g038 g089 g115 g144
Environmental Services	E22	Private/Small Water Systems	PRIVATE/SMALL WATER SYSTEMS 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.	Engineering	E + 15 years E (Event) = as long as equipment in use	g108 g115 g116
Environmental Services	E23	Land Quality Monitoring	LAND QUALITY MONITORING Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Excludes: <ul style="list-style-type: none"> • Water Quality – see E13 to E15 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Air Quality Monitoring – see E05 Natural Heritage – E18	Engineering	7 years	g082 g156
Environmental Services	E24	Gasoline Storage & Dispensing	GASOLINE STORAGE AND DISPENSING 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		use = 7 years tank install, inspection = system removed + 5 years	g045 g140 g141 g147 g158

			<p>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"> Underground storage abandonment record – see L07 <p>Major spills – see E23</p>			
Finance & Accounting	F01	Accounts Payable	<p>ACCOUNTS PAYABLE</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Cancelled Cheques - see F07 <p>Employee and council expenses – see F09</p>	Treasury	<p>close of fiscal tax year end + 7 years</p> <p>For welfare & child care payments E = provincial government year end + 7 years</p>	<p>g005 g006 g007 g034 g051 g053 g055 g062 g086 g096</p>
Finance & Accounting	F02	Accounts Receivable	<p>ACCOUNTS RECEIVABLE</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Write-offs - see F23 <p>Tax Assessments, Rolls and Tax Arrears - see F22</p>	Treasury	close of fiscal tax year end + 7 years	<p>g006 g007 g034 g053 g055 g062</p>
Finance & Accounting	F03	Audits	<p>AUDITS</p> <p>Includes records regarding internal and external financial audits of accounts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Operational audits - see relevant subject. <p>Audited Financial Statements - see Financial Statements, F10</p>	Treasury	6 years	g069
Finance & Accounting	F04	Banking	<p>BANKING</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p> <p>Excludes:</p>	Treasury	close of fiscal tax year end + 7 years	<p>g007 g026 g053 g062</p>

			Banking Statements - see F07			
Finance & Accounting	F05	Budgets and Estimates	BUDGETS AND ESTIMATES Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances	Treasury	6 years **	best practice / business need
Finance & Accounting	F06	Assets	ASSETS 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. Excludes: Land Acquisition and Sale - see L07	Treasury	Disposal of asset + 10 years **	g006 g007
Finance & Accounting	F07	Cheques	CHEQUES 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	Treasury	6 years	g006 g007 g034 g086
Finance & Accounting	F08	Debentures and Bonds	DEBENTURES AND BONDS Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14	Treasury	Debentures surrendered for exchange/cancellation + 6 years	g007
Finance & Accounting	F09	Employee and Council Expenses	EMPLOYEE AND COUNCIL EXPENSES Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: <ul style="list-style-type: none"> Attendance - see H01 Honoraria and fees to Council – see F16	Treasury	close of fiscal tax year + 7 years	g006 g007
Finance & Accounting	F10	Financial Statements	FINANCIAL STATEMENTS	Treasury	Permanent	g069

			Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements Excludes: • All working notes, calculations and background documentation (see F26)			
Finance & Accounting	F11	Grants and Loans	GRANTS AND LOANS 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, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	Treasury	repayment of loan + 6 years	g006 g007
Finance & Accounting	F12	Investments	INVESTMENTS Includes records regarding the municipality's investments, term deposits, and promissory notes.	Treasury	Closure of account + 6 years	g006
Finance & Accounting	F13	Journal Vouchers	JOURNAL VOUCHERS Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Treasury	close of fiscal tax year + 6 years	g006 g007 g034 g055
Finance & Accounting	F14	Subsidiary Ledgers, Registers, and Journals	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes: Documents and vouchers used to support entries - see relevant subject in this Primary.	Treasury	close of fiscal tax year + 7 years **	g001 g005 g006 g007 g026 g034 g053 g055 g086
Finance & Accounting	F15	General Ledgers and Journals	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.	Treasury	Permanent	g001 g006 g007 g034 g055 g131
Finance & Accounting	F16	Payroll	PAYROLL 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 severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and	Treasury	Close of fiscal tax year + 6 years	g001 g005 g007 g019 g034

			<p>Statistics Canada reports. Also includes honoraria and fees to Council.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14 <p>Non-payroll related government and statistical reporting – see F27</p>			
Finance & Accounting	F17	Purchase Orders and Requisitions	<p>PURCHASE ORDERS AND REQUISITIONS</p> <p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p>Excludes:</p> <p>Quotations and Tenders - see F18</p>	Treasury	Close of fiscal tax year + 7 years	g006 g007 g053 g062
Finance & Accounting	F18	Quotations and Tenders	<p>QUOTATIONS AND TENDERS</p> <p>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.</p> <p>Excludes:</p> <p>successful quotations and tenders - see Contracts and Agreements, L04</p>	Treasury	<p>E+7 years **</p> <p>E (Event) = successful bid awarded</p> <p>Note: Unsuccessful bids - retain for 1 year from contract award</p>	g006 g007 g053 g062
Finance & Accounting	F19	Receipts	<p>RECEIPTS</p> <p>Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p>	Treasury	7 years	g006 g007 g097
Finance & Accounting	F20	Reserve Funds	<p>RESERVE FUNDS</p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>	Treasury	6 years	g069
Finance & Accounting	F21	Revenues	<p>REVENUES</p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p>	Treasury	<p>7 years</p> <p>Note: Records related to mortgages must be kept for 10 years.</p>	g026 g053 g062 g095
Finance & Accounting	F22	Tax Rolls and Records	<p>TAX ROLLS AND RECORDS</p> <p>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.</p>	Clerk's	<p>Permanent</p> <p>tax rolls = when no longer required for planning purposes</p>	g007 g014 g068 g095 (20-year limitation) g161

			Excludes: <ul style="list-style-type: none"> Accounts Receivable - see F02 Mortgage Companies - see F02 Correspondence related to tax issues that are not of a long term importance - see F02			best practice/business need (P)
Finance & Accounting	F23	Write Offs	WRITE-OFFS Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable - see F02	Treasury	6 years Court services write-offs – 37 years	g006 g007 g027
Finance & Accounting	F24	Trust Funds	TRUST FUNDS 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.	Originating	fiscal year + 7 years trust accounts for residents, statements, accounts and records = Permanent	g047 g051 g062 g097
Finance & Accounting	F25	Security Deposit	SECURITY DEPOSITS Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Treasury	Closure of account + 6 years	g006 g007
Finance & Accounting	F26	Working Papers - Financial	WORKING PAPERS – FINANCIAL Includes all working notes, calculations, reconciliations, end 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"> Financial Statements - see F10 	Treasury	After completion of audit + 1 year	best practice/business need
Finance & Accounting	F27	Regulatory Reporting – Financial	REGULATORY REPORTING - FINANCIAL 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 Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes: Performance management & quality assurance – see A25		6 years	best practice/business need

Human Resources	H01	Attendance and Scheduling	<p>ATTENDANCE AND SCHEDULING</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Individual Time Sheets - see F16 <p>Vacation Time and Pay – see F16</p>	Personnel	<p>3 years</p> <p>driver's daily logs = 6 months</p> <p>public vehicle and trip reports – 1 year</p>	g035 g050 g151
Human Resources	H02	Benefits Program	<p>BENEFITS PROGRAM</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Payroll - see F16 Individual Pension and Benefit records – see H10 	Personnel	Superseded	best practice/business need
Human Resources	H03	Employee Records	<p>EMPLOYEE RECORDS</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 licences 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"> Grievances – see H14 Harassment – see H15 <p>Health & Safety Training - see H04</p>	Personnel	<p>date employee ceased to be employed by employer + 5 years</p> <p>Drinking Water system training record = 5 years</p> <p>confined space training = cease to perform work and at least 5 years</p> <p>salt program training = 7 years</p> <p>Long-term care home staff = shall retain</p> <p>Firefighter employment terms = 20 years</p>	g035 g045 g065 g103 g139 g148

Human Resources	H04	Health and Safety	HEALTH AND SAFETY 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 training for staff. Also includes Health & Safety Committee meeting minutes. Excludes: <ul style="list-style-type: none"> Accidents of the Public - see P05 Lost-time reports and claims – see H13	Personnel	3 years Note: Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
Human Resources	H05	Human Resource Planning	HUMAN RESOURCE PLANNING 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, employee information reporting and related records. Excludes: Employee Records - see H03	Personnel	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
Human Resources	H06	Job Descriptions	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Personnel	Superseded**	best practice/business need
Human Resources	H07	Labour Relations	LABOUR RELATIONS Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: Collective Agreement – see L04	Personnel	Expiry of contract period + 10 years **	g013
Human Resources	H08	Organization Design	ORGANIZATION DESIGN Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes:	Originating	Superseded**	best practice/business need

			Job Descriptions - see H06			
Human Resources	H09	Salary Planning	SALARY PLANNING 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: Employee Records - see H03	Personnel	5 years	best practice/business need
Human Resources	H10	Pension and Benefits Records	PENSION AND BENEFITS RECORDS Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: <ul style="list-style-type: none"> Deductions for pensions – see F16 General information on pension plans - H02 Payments made to OMERS - F01	Personnel	E + 6 years (employee departure)	g001 g088
Human Resources	H11	Recruitment	RECRUITMENT Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: Successful applications – see H03	Personnel	3 years	g036
Human Resources	H12	Training and Development	TRAINING AND DEVELOPMENT 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: Individual Employee Training Records - see H03	Personnel	Date when that particular course ceases to be offered + 2 years ** salt use training materials – 7 years drinking water training materials– 5 years Only courses developed and presented by the Municipality are subject to archival selection Long term care training and orientation = permanent	g043 g045 g062 g139 g148

Human Resources	H13	Claims	<p>CLAIMS</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p> <p>Excludes:</p> <ul style="list-style-type: none"> Non lost-time incidents or accidents - See H04 <p>Self-insured STD – See H04</p>	Personnel	<p>Resolution of claim + 3 years</p> <p>Hazardous exposure claims = longer of 40 years or 20 years after last record made</p>	g078 g125
Human Resources	H14	Grievances	<p>GRIEVANCES</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Harassment & Violence – see H15 	Personnel	Resolution of claim + 10 years	g013 g054
Human Resources	H15	Harassment And Violence	<p>HARASSMENT AND VIOLENCE</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Grievances – see H14 <p>Abuse investigation records not involving staff – P08</p>	Personnel	Resolution of complaint + 3 years	g054 g059 best practice/business need
Human Resources	H16	Criminal Background Checks	<p>CRIMINAL BACKGROUND CHECKS</p> <p>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.</p>	Personnel	date employee ceased to be employed by employer + 7 years	best practice/business need
Human Resources	H17	Employee Medical Records – Hazardous Materials	<p>EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS</p> <p>Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.</p>	Personnel	<p>E+40 years</p> <p>or 20 years after last record of exposure</p>	g078 g079 g103
Human Resources	H18	Employee Medical Records	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.</p>	Personnel	When STD/LTD claims are resolved + 3 years	g078 best practice/business need

Human Resources	H19	Disability Management	DISABILITY MANAGEMENT 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.	Personnel	day issued or earlier as may be specified by Commission + 5 years	g010 g054
Human Resources	H20	Confined Spaces	CONFINED SPACES 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 exists. Excludes: <ul style="list-style-type: none"> Health & Safety – see H03 Staff training – see H12	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075
Human Resources	H21	Employee Recognition	EMPLOYEE RECOGNITION 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.	Personnel	5 years	best practice/business need
Human Resources	H22	Employee Certifications	EMPLOYEE CERTIFICATIONS 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.	Personnel	certification expired + 2 years	g059 g077
Justice	J01	Certificates of Offence (Part I)	CERTIFICATES OF OFFENCE (PART I) 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"> Part 1 accident and careless driving matters – see J02 	Court Services	completion + 2 years	g024 MOU
Justice	J02	Information's (Part III)/ Accident and Careless Driving Part 1	INFORMATIONS PART III / ACCIDENT AND CARELESS DRIVING PART I Includes all Part 3 Information's and Part 1 Information's Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	Court Services	completion + 6 years	g022 g023 MOU

Justice	J03	Control Lists/ Justice Reports	CONTROL LISTS / JUSTICE REPORTS Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Court Services	4 years	MOU
Justice	J04	Court Dockets	COURT DOCKETS 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.	Court Services	3 years statement of defence – not set to trial = 5 years	g025 g093 g150 MOU
Justice	J05	Transcripts and Records of Court Proceedings	TRANSCRIPTS & RECORDS OF COURT PROCEEDINGS Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Court Services	6 years **	g029 g093 MOU
Justice	J06	Enforcements & Suspensions	ENFORCEMENTS & SUSPENSIONS 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.	Court Services	8 years	MOU
Justice	J07	Appeals & Transfers	APPEALS & TRANSFERS Includes records of appeals and of transfers to and from other Courts. Excludes: Appeals & Hearings (Municipal) – L01	Court Services	7 years	MOU
Justice	J08	Statistics/ Payment Tracking	STATISTICS/PAYMENT TRACKING 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.	Court Services	8 years	MOU
Justice	J09	Disclosure	DISCLOSURE Includes information requested by individuals in preparation for court cases.	Court Services	6 years	MOU
Justice	J10	Certificates of Conviction Part 2	CERTIFICATES OF CONVICTION (PART 2) Includes Court and POA records including Part 2 - Certificates of Conviction.	Court Services	6 years	MOU
Legal Affairs	L01	Appeals and Hearings	APPEALS AND HEARINGS	Clerk's	Permanent	g059 g060

			Includes zoning appeals, development and educational 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. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none">• Litigation - see Claims - L02-L03 Harassment & Violence – see H15		after Resolution of appeal	g068 g089 g090
Legal Affairs	L02	Claims Against the Municipality	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation and insurance claims made by other parties against the municipality. Excludes: Appeals and Hearings - see L01	Clerk's	Resolution of claim and all appeals + 2 years ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
Legal Affairs	L03	Claims By the Municipality	CLAIMS BY THE MUNICIPALITY Includes all litigation and insurance claims made against other parties by the municipality. Excludes: Appeals and Hearings - see L01	Clerk's	Resolution of claim and all appeals + 2 years	g056 g057 g072
Legal Affairs	L04	Contracts and Agreements - Under By-Law	CONTRACTS AND AGREEMENTS - UNDER BY-LAW Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, 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">• Office Equipment Maintenance Agreements - see L14• Contracts regarding Land - see L07• Insurance Policies - see L06 Line fence agreements – see P01	Clerk's	act or omission on which claim is based took place + 15 years **	g060 g068
Legal Affairs	L05	Insurance Appraisals	INSURANCE APPRAISALS Includes appraisals of municipal property for insurance purposes.	Clerk's	After a new appraisal has been done + 15 years	g060
Legal Affairs	L06	Insurance Policies	INSURANCE POLICIES Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Clerk's	Expiry of policy + 15 years	g060

			Excludes: <ul style="list-style-type: none"> Employee Group Insurance - see H02 Third Party Contracts - see L04 Insurance Claims – see L03			
Legal Affairs	L07	Land Acquisition and Sale	LAND ACQUISITION AND SALE 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, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: Tax sales – see F22	Clerk's	Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed	g041 g095 g133 g145 g153
Legal Affairs	L08	Opinions and Briefs	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Clerk's	Superseded**	best practice/business need
Legal Affairs	L09	Precedents	PRECEDENTS Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Clerk's	Superseded**	best practice/business need
Legal Affairs	L10	Federal Legislation	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	Superseded	best practice/business need
Legal Affairs	L11	Provincial Legislation	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	Superseded	best practice/business need
Legal Affairs	L12	Vital Statistics	VITAL STATISTICS Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: Population Statistics - see Demographic Studies - D01	Clerk's	Permanent Marriage licences 2 years	best practice/business need (P)
Legal Affairs	L13	Prosecutions	PROSECUTIONS Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: <ul style="list-style-type: none"> By-Law Enforcement - see P01 	Originating	Delivery of judgement + 7 years	g059 (2 year limitation) g060 (15 year limitation)

			Appeals and Hearings - see L01			best practice/business need
Legal Affairs	L14	Contracts and Agreements – Simple	CONTRACTS AND AGREEMENTS - SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, 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"> Contracts and Agreements Under By-Law – L04 Line Fences agreements – see P01	Clerk's	Expiry of contract + 2 years ** Long term care service providers = Permanent	g041 g042 g053 g059 g062 g130
Media & Public Relations	M01	Advertising	ADVERTISING Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: <ul style="list-style-type: none"> News Releases - see M06 Recruitment - see H11 Elections - see C07	Originating	1 years**	best practice/business need
Media & Public Relations	M02	Ceremonies and Events	CEREMONIES AND EVENTS 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: permit to hold event – see P11	Originating	5 years **	best practice/business need
Media & Public Relations	M03	Charitable Campaigns/Fund Raising	CHARITABLE CAMPAIGNS/FUND RAISING 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: Receipts - see F19	Originating	1 year	best practice/business need

Media & Public Relations	M04	Complaints Commendations and Inquiries	COMPLAINTS, COMMENDATIONS AND INQUIRIES 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 issued in response to a lawyer's request. Excludes: <ul style="list-style-type: none"> • Accessibility of Records (Freedom of Information) requests - see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 Employee recognition – see H21	Originating	5 years ** Long term care complaints = permanent	g054 g121 g154 g160
Media & Public Relations	M05	News Clippings	NEWS CLIPPINGS 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: Clippings used as reference material - see relevant subject.	Originating	1 years**	best practice/business need
Media & Public Relations	M06	News Releases	NEWS RELEASES Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1 years**	best practice/business need
Media & Public Relations	M07	Publications	PUBLICATIONS 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.	Originating	Superseded** Superseded + 3 years if publication is subject to copyright or trademark	g134
Media & Public Relations	M08	Speeches and Presentations	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> • Media coverage of speeches/presentations - see M05 	Originating	3 years **	best practice/business need

			News Releases - see M06			
Media & Public Relations	M09	Visual Identity and Insignia	VISUAL IDENTITY AND INSIGNIA Includes records regarding 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.	Clerk's	Superseded + 5 years **	g134 g136
Media & Public Relations	M10	Website & Social Media Content	WEBSITE AND SOCIAL MEDIA CONTENT 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: Published website content – see M07	Originating	Superseded + 2 years	g059
Media & Public Relations	M11	Public Relations and Public Awareness	PUBLIC RELATIONS AND PUBLIC AWARENESS 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.	Originating	5 years **	best practice/business need
Media & Public Relations	M12	Intellectual Property	INTELLECTUAL PROPERTY 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.	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136
Protection & Enforcement Services	P01	By-law Enforcement	BY-LAW ENFORCEMENT 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"> • Health & Fire Inspections - see P07 • Investigations – see P08 • Environmental Monitoring - Industrial/Commercial - see E05 • Prosecutions - see L13 • Animal Control Enforcement - see P14 Lottery license Enforcement - see P09	Originating	6 years **	g059 g089

Protection & Enforcement Services	P02	Daily Occurrence Logs	DAILY OCCURRENCE LOGS Includes daily occurrences logs maintained by the Chief Building Official.	Originating	5 years **	best practice/business need
Protection & Enforcement Services	P03	Emergency Planning and Response	EMERGENCY PLANNING AND RESPONSE Includes records regarding the planning, testing, rehearsal of 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.	Originating	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	g144
Protection & Enforcement Services	P04	Hazardous Materials	HAZARDOUS MATERIALS Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, 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"> • Staff Safety Training - see H04 • Personal exposure - see H17 Manifests - see E07	Originating	5 years	g038 g076 g121 g140 g142 g143 g149
Protection & Enforcement Services	P05	Incident/Accident Reports	INCIDENT/ACCIDENT REPORTS Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: <ul style="list-style-type: none"> • Security - see A18 • Accidents of Municipal Staff - see H04 • Compensation claims and vehicle accidents - see L02 or L03 • Long Term Care Home medication incidents – see S18 • Private Child Care Centre incidents – see S14 Municipal Child Care Centre incidents – see S10	Originating	5 years	g011
Protection & Enforcement Services	P06	Building and Structural Inspections	BUILDING AND STRUCTURAL INSPECTIONS 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	Building	Permanent	g015 g045 g046 g073 g123

			includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: By-Law Enforcement – see P01			
Protection & Enforcement Services	P07	Health and Fire Safety Inspections	HEALTH AND FIRE SAFETY INSPECTIONS 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"> Internal Health & Safety Inspections – see H04 Routine building and structural inspections – see P06	Public Health	Superseded but, minimum 1 year	g045
Protection & Enforcement Services	P08	Investigations	INVESTIGATIONS 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"> By-law Enforcement – see P01 Harassment & Violence staff investigations – see H15	Originating	10 years **	g059 g089 best practice/business need
Protection & Enforcement Services	P09	Licences	LICENCES 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: Marriage Licences – see L12	Clerk's	Expiry of licence + 2 years	g017
Protection & Enforcement Services	P10	Building Permits	BUILDING PERMITS 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: All other permits – see P11	Building	Permanent	g015
Protection & Enforcement Services	P11	Permits - Other	PERMITS – OTHER	Originating	Expiry of permit + 2	g017

			<p>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 closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 <p>Road and lane opening/closings – see T09</p>			
Protection & Enforcement Services	P12	Warrants	<p>WARRANTS</p> <p>Includes all warrants issued for By-Law enforcement purposes.</p>	<p>Court Services</p> <p>By-law Services</p>	<p>Execution of warrant + 2 years</p> <p>Court services search warrants – 40 years</p>	<p>g028 g059</p>
Protection & Enforcement Services	P13	Criminal Records	<p>CRIMINAL RECORDS</p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Police Background Checks – see H16 • Investigations – see P08 <p>Prosecutions – see L13</p>	<p>Court Services</p> <p>By-law Services</p>	<p>Occurrence/ investigation closed or disposition of charge + 5 years</p>	<p>best practice/business need</p>
Protection & Enforcement Services	P14	Animal Control	<p>ANIMAL CONTROL</p> <p>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.</p> <p>Excludes:</p> <p>Dog Licenses – see P09</p>	<p>Originating</p>	<p>date animal was last in the pound + 2 years</p>	<p>g012</p>
Protection & Enforcement Services	P15	Community Protection Programs	<p>COMMUNITY PROTECTION PROGRAMS</p> <p>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.</p>	<p>Originating</p>	<p>Superseded + 2 years ** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years</p>	<p>g071 best practice/business need</p>
Protection & Enforcement Services	P16	Emergency Services	<p>EMERGENCY SERVICES</p> <p>Includes records regarding police, land ambulance, fire and rescue services</p>	<p>Originating</p>	<p>Superseded + 5 years</p>	<p>g011</p>

Protection & Enforcement Services	P17	EMS and Fire Significant Incident & Impact Reports	EMS AND FIRE SIGNIFICANT INCIDENT AND IMPACT REPORTS 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 in the incident, and the actual or potential impact of these incidents.	EMS	Superseded + 5 years	g011
Protection & Enforcement Services	P18	EMS and Fire Accident Response Reports	EMS AND FIRE ACCIDENT RESPONSE REPORTS 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: Investigations – see P08	EMS	Superseded + 5 years	g011
Protection & Enforcement Services	P19	EMS and Fire Statistics	EMS AND FIRE STATISTICS Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	EMS	Superseded + 2 years	best practice/business need
Protection & Enforcement Services	P20	Prohibition Notices & Orders	PROHIBITIONS & NOTICES Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Legal	15 years	g016
Protection & Enforcement Services	P21	Facilities Routine Water Use, Monitoring and Testing	FACILITIES ROUTINE WATER USE, MONITORING AND TESTING 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.	Parks & Recreation Child Care Facility	pools and recreational camps = 1 year child care facility plumbing flush and water testing = 6 years	g049 g109
Recreation & Culture	R01	Heritage Preservation	HERITAGE PRESERVATION 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.	Clerk's	End of plan year or removal of designation + 3 years **	g081

			Excludes: <ul style="list-style-type: none"> Historical Designation By-Laws - see C01 Natural heritage preservation – see E18			
Recreation & Culture	R02	Library Services	LIBRARY SERVICES Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.	Clerk's	5 years	g134
Recreation & Culture	R03	Museum and Archival Services	MUSEUM AND ARCHIVAL SERVICES Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: Record Centre Operations - see A10	Clerk's	Superseded + 3 years **	g134
Recreation & Culture	R04	Parks Management	PARKS MANAGEMENT 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: Building and Property Maintenance – see A20	Parks & Recreation	park maintenance = 5 years ** Playground equipment maintenance = 15	g060 best practice/business need
Recreation & Culture	R05	<i>intentionally left blank</i>	RECREATIONAL PROGRAMMING 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.			
Recreation & Culture	R06	Recreational Programming	HERITAGE PRESERVATION 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:	Parks & Recreation	program development & evaluation = 3 years ** program registration = 1 year attendance fee collection = 6 years	best practice/business need g071 g006

			<ul style="list-style-type: none"> Historical Designation By-Laws - see C01 <p>Natural heritage preservation – see E18</p>			
Social & Health Care Services	S01	Children's Day Care and Day Nursery Services	<p>CHILDREN'S DAY CARE AND DAY NURSERY SERVICES</p> <p>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 requirements and fire drills requirements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Children's services not related to day care and nursery schools – see S07 Day care and nursery school enrolment records – see S10 Home day care program clients – see S15 Medical client records - see S06 Day care and day nursery facility operation records – see applicable category Water, Plumbing and flushing records – see P21 <p>Fire drill records – see H04</p>	Community Services	Superseded (review after 3 years)	g125
Social & Health Care Services	S02	Elderly and Supportive Assistance Services	<p>ELDERLY AND SUPPORTIVE ASSISTANCE SERVICES</p> <p>Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a 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"> Long Term Care Facility Residents - see S03 Long Term Care Operations – see S18 <p>Disability Support Clients– see S11</p>	Community Services	Superseded (review after 3 years)	best practice/business need
Social & Health Care Services	S03	Long Term Care Facility Clients	<p>LONG TERM CARE FACILITY CLIENTS</p> <p>Includes records regarding individual residents of retirement residences and homes for the aged long-</p>	Community Services	E + 10 Years (Event = after the resident is discharged from the home)	g061 g097

			<p>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"> • General program information - see S02 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 <p>Serious occurrences and abuse allegations involving municipal staff – see H15</p>			
Social & Health Care Services	S04	Community and Social Assistance Services	<p>COMMUNITY AND SOCIAL ASSISTANCE SERVICES</p> <p>Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in 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"> • Ontario Works Case Records – see S05 • Social Housing Programs – see S12 • Housing and Homelessness research and initiatives – see S12 • Social and health care planning and management – see S18 <p>Programs for the elderly and persons with disabilities – see S02</p>	Community Services	Superseded (review after 3 years)	best practice/business need
Social & Health Care Services	S05	Ontario Works Clients	<p>ONTARIO WORKS CLIENTS</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> <p>General program information – see S04</p>	Community Services	<p>date of last entry + 5 years</p> <p>outstanding overpayment = overpayment resolved + 5 years</p> <p>Fraud investigation = fraud resolved + 5 years</p> <p>outstanding family support issues = 10 years</p>	g019 g084 g085

Social & Health Care Services	S06	Medical Case Clients	MEDICAL CASE CLIENTS 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.	Public Health	discharged as a client + 15 years Note: reportable diseases may be longer	g060 college of physicians & surgeons of Ontario recommendation
Social & Health Care Services	S07	Children's Services	CHILDREN'S SERVICES 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"> Medical client case records – see S06 Day care and day nursery programs – see S01	Community Services	Superseded (review after 3 years)	best practice/business need
Social & Health Care Services	S08	Public Health	PUBLIC HEALTH 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: Medical Client case files – see S06	Public Health	Superseded (review after 5 years)	best practice/business need
Social & Health Care Services	S09	Cemetery Interment	CEMETERY INTERMENT Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries. Excludes: <ul style="list-style-type: none"> Building and Property Maintenance - see A20 Promotional materials – see M07 Price lists and cemetery operation – see S20	Clerk's	Permanent** Transfer to archives if no longer managed Burial permits = 2 years	g048 g101
Social & Health Care Services	S10	Day Care and Day Nursery Clients	DAY CARE AND DAY NURSERY CLIENTS 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:	Community Services	Last participated date + 3 years	g126

			<ul style="list-style-type: none"> Handicapped children services – see S07 Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 <p>Serious occurrences and abuse allegations involving municipal staff – see H15</p>			
Social & Health Care Services	S11	Disabilities Support Clients	<p>DISABILITIES SUPPORT CLIENTS</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Children’s program information – see S07 Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 <p>Serious occurrences and abuse allegations involving municipal staff – see H15</p>	Community Services	no longer receiving support + 7 years	g155
Social & Health Care Services	S12	Housing Services	<p>HOUSING SERVICES</p> <p>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.</p> <p>Excludes:</p> <p>Resources used to assist potential tenants – see S04</p>	Community Services	10 years	g052 g163

Social & Health Care Services	S13	Housing Tenant Clients	HOUSING TENANT CLIENTS 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. Excludes: <ul style="list-style-type: none"> • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 Serious occurrences and abuse allegations involving municipal staff – see H15	Community Services	no longer resides + 5 years	g053 g163
Social & Health Care Services	S14	Home Child Care Program Administration	HOME CHILD CARE PROGRAM ADMINISTRATION Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.	Community Services	3 years	g125
Social & Health Care Services	S15	Home Child Care Program Clients	HOME CHILD CARE PROGRAM CLIENTS 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. Excludes: Day care and day nursery clients – see S10	Community Services	Last participated date + 3 years	g126
Social & Health Care Services	S16	Social and Health Care Planning and Management	SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT 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 Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.	Community Services	7 years	best practice/business need
Social & Health Care Services	S17	Client Care Coordination	CLIENT CARE COORDINATION Includes records regarding individual clients and their care coordination planning.	Community Services	no longer receiving support + 10 years	g019 g053 g084 g085

			Excludes: Public health medical client information – see S06			g126 g155
Social & Health Care Services	S18	Long Term Care Operations	LONG TERM CARE OPERATIONS 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. Excludes: <ul style="list-style-type: none"> complaints – see MO4 serious occurrence and abuse allegations investigation – see P04 Food preparation & Service monitoring – see S19	Community Services	Permanent	g003 g064 g163
Social & Health Care Services	S19	Food Preparation and Service	FOOD PREPARATION & SERVICE 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.	Community Services	1 year	g063
Social & Health Care Services	S20	Cemetery Operations	CEMETERY OPERATIONS Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. Excludes: burial permits, interment records, etc. – see S09	Cemetery	Contract fulfilled or no longer applies + 6 years	g047
Transportation	T01	Illumination	ILLUMINATION Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian	Works	Removal of the equipment + 6 years Specifications = P	best practice/business need

			crossover lights, etc. Also includes records on power consumption.			
Transportation	T02	Parking	PARKING Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Works	Closure of lot or space + 6 years	best practice/business need
Transportation	T03	Public Transit Operations	PUBLIC TRANSIT OPERATIONS 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"> • Accessible transportation application and approval - see S11 Driver scheduling – H01	Works	Closure of route/ shelter/ stop + 1 year**, 2 years minimum retention	best practice/business need
Transportation	T04	Road Construction	ROAD CONSTRUCTION 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"> • Design and Planning - see T05 • Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06 • Drawings – see A27 	Works	project finished + 1 year** Specifications = P	g073
Transportation	T05	Road Design and Planning	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	Works	project finished + 1 year** Specifications = P	g073
Transportation	T06	Road Maintenance and Salt Usage	ROAD MAINTENANCE AND SALT USAGE 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.	Works	project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P	g073 g139

			<p>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 program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.</p> <p>Excludes:</p> <p>Non salt usage training records - see H03</p>			
Transportation	T07	Signs and Signals	<p>SIGNS AND SIGNALS</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"> Visual Identity Program - see M09 <p>Sign Permits – see P11</p>	Works	Removal of sign/signal + 1 year	g073
Transportation	T08	Traffic	<p>TRAFFIC</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> <p>Permits for temporary closure – see P11</p>	Works	<p>project finished + 1year**</p> <p>Temporary road closures = 2 years</p>	best practice/business need
Transportation	T09	Roads and Lanes Openings/ Closures	<p>ROADS AND LANES OPENINGS/CLOSURES</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Temporary road closures - see T08 Land Sales - see L07 <p>Road Closing By-Laws - see C01</p>	Works	project finished + 1year**	best practice/business need
Transportation	T10	Field Survey/Road Survey Books	<p>FIELD SURVEY/ROAD SURVEY BOOKS</p> <p>Includes engineering field survey notes as well as books.</p>	Works	project finished + 1 year	best practice/business need
Transportation	T11	Bridges	<p>BRIDGES</p> <p>Includes estimates, studies and other records regarding projects specifically for bridge</p>	Works	<p>project finished + 1 year</p> <p>Specifications = P</p>	g073

			construction, also includes bridge repairs and maintenance.			
Vehicles & Equipment	V01	Fleet Management	FLEET MANAGEMENT Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) 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"> Insurance Policies - see L06 Accident Claims - see L02, L03 Leases/Contracts - see L14	Originating	termination of lease) + 2 years public vehicles trip record = 1 year Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g130
Vehicles & Equipment	V02	Mobile Equipment	MOBILE EQUIPMENT Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating	Disposal of equipment + 1 year	g074 best practice/business need
Vehicles & Equipment	V03	Transportable Equipment	TRANSPORTABLE EQUIPMENT 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.	Originating	Disposal of equipment + 1 year	g074 best practice/business need
Vehicles & Equipment	V04	Protective Equipment	PROTECTIVE EQUIPMENT 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: Uniforms and Clothing - see A14	Originating	Disposal of equipment + 1 year	g074 g075 best practice/business need
Vehicles & Equipment	V05	Ancillary Equipment	ANCILLARY EQUIPMENT Includes 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.	Originating	Disposal of equipment + 1 year Set-up tests = until superseded	g074 g157

			Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.			
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TOMRMS RETENTION SCHEDULE 2025-05

Legend:

P – Permanent; **S** – Superseded; **E** – Event

C – Current Year; ****** - Subject to Archival Selection; **D** - Dispose

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records Retention	Page:	1 of 30
Subject:	Records Retention Schedule	Date:	2025-05

OVERVIEW

The retention guidelines outlined in the following retention schedule are informed by our research, which references the citations found in the Master Provincial and Federal Citation documents.

Please be advised that our services focus on legislative interpretation, and we are not legal professionals; therefore, we cannot offer legal advice. As a best practice, municipalities should periodically seek a review or approval from legal counsel to ensure that the retention schedule they adopt complies with their legislative and business obligations.

It is important to highlight that citation G120 pertains to the Limitations Act and indicates that no limitation period exists for certain proceedings, including sexual assault and undiscovered environmental claims. The application of this citation will depend on the risk tolerance of each municipality and the legal advice obtained. Notably, this citation has not been applied to any classification category. We encourage your municipality to seek legal counsel to determine which records, if any, should be retained to address potential claims governed by the Limitations Act.

FUNCTION: ADMINISTRATION

Class Code	Activity	Office of Primary Interest (OPI)	Total Retention (# of years after current year)	Retention Justification/ Citations
A01	Associations and Organizations	Originating	1 year	best practice/business need
A02	Staff Committees and Meetings	Originating	4 years**	best practice/business need
A03	Computer Systems and Architecture	Treasury	Superseded + 6 years	best practice/business need
A04	Conferences and Seminars	Originating	1 year** archival review if sponsored by the Municipality	best practice/business need

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Class Code	Activity	Office of Primary Interest (OPI)	Total Retention (# of years after current year)	Retention Justification/ Citations
A05	Consultants	Originating	2 years**	best practice/business need
A06	Inventory Control	Originating	6 years	best practice/business need
A07	Office Equipment and Furniture	Originating	1 Year	best practice/business need
A08	Office Services	Originating	1 year	best practice/business need
A09	Policies and Procedures	Originating	Superseded + 15 years** Long term care = permanent	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's	Superseded	best practice/business need
A11	Records Disposition	Clerk's	Permanent	best practice/business need (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	Superseded	best practice/business need
A13	Travel and Accommodation	Originating	1 year	best practice/business need
A14	Uniforms and Clothing	Originating	Superseded **	best practice/business need
A15	Vendors and Suppliers	Originating	2 years	best practice/business need

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Class Code	Activity	Office of Primary Interest (OPI)	Total Retention (# of years after current year)	Retention Justification/ Citations
A16	Intergovernmental Relations	Originating	5 years**	best practice/business need
A17	Information Access and Privacy	Clerk's	2 years	g071
A18	Security	Originating	5 years	best practice/business need
A19	Facilities Construction and Renovations	Originating	project finished and no outstanding issues + 2 years** ** work elevating platforms – keep inspections, tests, repairs, modifications and maintenance performed	g059 g073
A20	Building and Property Maintenance	Originating	5 years Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1 year	best practice/business need
A22	Accessibility of Services	Clerk's	Permanent	g010
A23	Information Systems Production Activity & Control	IT	2 years	best practice/business need
A24	Access Control & Passwords	IT	Superseded	best practice/business need
A25	Performance Management/ Quality Assurance	CAO	6 years	g110

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Class Code	Activity	Office of Primary Interest (OPI)	Total Retention (# of years after current year)	Retention Justification/ Citations
A26	Building Structure Systems		Superseded or life of system/ asset	g046 g100
A27	Drawings		Superseded or life of system/ asset	g073 g141

PRIMARY HEADING: COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C01	By-Laws	Clerk's	Permanent	g090 g131
C02	By-Laws - Other Municipalities	Clerk's	Superseded	best practice/business need
C03	Council Agenda	Clerk's	Superseded + 5 years	best practice/business need
C04	Council Minutes	Clerk's	Permanent working notes = 6 years copies = 2	g131
C05	Council Committee Agenda	Clerk's	1 Year **	best practice/business need
C06	Council Committee Minutes	Clerk's	6 years **	g015
C07	Elections	Clerk's	day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 years**	g052 g159

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C09	Motions and Resolutions	Clerk's	Permanent copy = 1 year	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	Superseded	best practice/business need
C11	Reports to Council	Clerk's	Permanent	best practice/business need – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's	Permanent	g131
C13	Accountability Transparency & Governance	Clerk's	2 years	g059
C14	Mayoral Decisions	Clerk's	Permanent	g164

PRIMARY HEADING: DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D01	Demographic Studies	Planning	10 years **	best practice/business need
D02	Economic Development	Planning	10 years **	best practice/business need
D03	Environment Planning	Planning	15 years **	g008 g016 g068 g146 g156
D04	Residential Development	Planning	10 years **	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D05	Natural Resources Planning	Planning	5 years **	best practice/business need
D06	Tourism Development	Planning	10 years **	best practice/business need
D07	Condominium Plans	Planning	Permanent Applications = 2 years after final decision	best practice/business need
D08	Official Plans	Clerk's	Permanent	g090
D09	Official Plan Amendment Applications	Planning	Final decision or reflected in revised official plan + 5 years	
D10	Severances	Planning	land titles registration + 6 years	g133
D11	Site Plan Control	Planning	Permanent Application = 2 years after final decision	best practice/business need
D12	Subdivision Plans	Planning	Permanent Application = 2 years after final decision	best practice/business need
D13	Variance Applications	Planning	Permanent	best practice/business need
D14	Zoning	Planning	Final decision + 2 years	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D15	Easements	Planning	Termination of right + 6 years **	g133
D16	Encroachments	Planning	Termination of right + 6 years **	g133
D17	Annexation/ Amalgamation	Clerk's	Permanent	best practice/business need
D18	Community Improvement	Planning	Completion of project + 6 years **	best practice/business need
D19	Municipal Addressing	Planning	Superseded + 10 years **	best practice/business need
D20	Reference Plans	Planning	Permanent	best practice/business need
D21	Industrial/ Commercial Development	Planning	10 years **	best practice/business need
D22	Digital Mapping	Planning	Superseded	best practice/business need
D23	Agricultural Development	Planning	10 years **	best practice/business need
D24	Official Plan Background	Planning	Final Decision + 5 years	best practice/business need
D25	Deeming Process	Planning	Final Decision + 2 years	best practice/business need
D26	Development Charges Study	Planning	15 years **	g128
D27	Part Lot Control	Planning	Final Decision + 5 years	best practice/business need

Legend:

P – Permanent; **S** – Superseded; **E** – Event

C – Current Year; ****** - Subject to Archival Selection; **D** - Dispose

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PRIMARY HEADING: ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E01	Sanitary Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073 g089
E02	Storm Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073
E03	Treatment Plants - Wastewater	Works	report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27 Plans = cease to apply + 2 years	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Works	5 years	best practice/business need g089

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E05	Air Quality Monitoring	Engineering	later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5 years **	g008 g089
E06	Utilities	Works	5 years **	best practice/business need
E07	Waste Management	Works	10 years or cease to apply + 10 years ** post landfill site closure documentation = closure + 25 years	g008 g037 g038 g039 g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Works	15 years Specifications =Permanent as per A27	g073 g082 g089 g108 g111

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E09	Drains	Works	Superseded + 5 years** Specifications = Permanent as per A27	g073 g082
E10	Pits and Quarries	Works	Superseded + 5 years** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Works	Superseded + 5 years** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Works	Superseded + 7 years** Specifications = life of system	g037 g082 g129
E13	Water Monitoring	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g082 g089 g108 g110 g111 g115

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E14	Water Sampling	Engineering Child Care Facility	created, approved or plan no longer in force + 15 years child care facility plumbing flush and water testing = 6 years	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	Superseded + 15 years	g008 g082 g089 g108 g110 g111
E17	Energy Management	Engineering	End of reporting period to which relates + 7 years	best practice/business need
E18	Natural Heritage	Works	end of plan or designated year + 3 years	g057 g072 g089
E19	Renewable Energy	Engineering	created, approved or facility no longer in force + 15 years	g060

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E20	Source Water Protection	Engineering	created, approved or plan no longer in force + 15 years	best practice/business need g016 g060
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 3 years	g038 g089 g115 g144
E22	Private/Small Water Systems	Engineering	E + 15 years E (Event) = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring	Engineering	7 years	g082 g156
E24	Gasoline Storage & Dispensing		use = 7 years tank install, inspection = system removed + 5 years	g045 g140 g141 g147 g158

Legend:

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PRIMARY HEADING: FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F01	Accounts Payable	Treasury	close of fiscal tax year end +7 years For welfare & child care payments E = provincial government year end + 7 years	g005 g006 g007 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Treasury	close of fiscal tax year end + 7 years	g006 g007 g034 g053 g055 g062
F03	Audits	Treasury	6 years	g069
F04	Banking	Treasury	close of fiscal tax year end + 7 years	g007 g026 g053 g062
F05	Budgets and Estimates	Treasury	6 years **	best practice/business need
F06	Assets	Treasury	Disposal of asset + 10 years **	g006 g007
F07	Cheques	Treasury	6 years	g006 g007 g034 g086

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F08	Debentures and Bonds	Treasury	Debentures surrendered for exchange/cancellation + 6 years	g007
F09	Employee and Council Expenses	Treasury	close of fiscal tax year + 7 years	g006 g007
F10	Financial Statements	Treasury	Permanent	g069
F11	Grants and Loans	Treasury	repayment of loan + 6 years	g006 g007
F12	Investments	Treasury	Closure of account + 6 years	g006
F13	Journal Vouchers	Treasury	close of fiscal tax year + 6 years	g006 g007 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	close of fiscal tax year + 7 years **	g001 g005 g006 g007 g026 g034 g053 g055 g086
F15	General Ledgers and Journals	Treasury	Permanent	g001 g006 g007 g034 g055 g131

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F16	Payroll	Treasury	Close of fiscal tax year + 6 years	g001 g005 g007 g019 g034
F17	Purchase Orders and Requisitions	Treasury	Close of fiscal tax year + 7 years	g006 g007 g053 g062
F18	Quotations and Tenders	Treasury	E+7 years ** E (Event) = successful bid awarded Note: Unsuccessful bids - retain for 1 year from contract award	g006 g007 g053 g062
F19	Receipts	Treasury	7 years	g006 g007 g097
F20	Reserve Funds	Treasury	6 years	g069
F21	Revenues	Treasury	7 years Note: Records related to mortgages must be kept for 10 years.	g026 g053 g062 g095

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F22	Tax Rolls and Records	Clerk's	Permanent tax rolls = when no longer required for planning purposes	g007 g014 g068 g095 (20-year limitation) g161 best practice/business need (P)
F23	Write Offs	Treasury	6 years Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	fiscal year + 7 years trust accounts for residents, statements, accounts and records = Permanent	g047 g051 g062 g097
F25	Security Deposit	Treasury	Closure of account + 6 years	g006 g007
F26	Working Papers - Financial	Treasury	After completion of audit + 1 year	best practice/business need
F27	Regulatory Reporting – Financial		6 years	best practice/business need

Legend:

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PRIMARY HEADING: HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H01	Attendance and Scheduling	Personnel	5 years driver's daily logs = 6 months public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Personnel	Superseded**	best practice/business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H03	Employee Records	Personnel	<p>date employee ceased to be employed by employer + 5 years</p> <p>Drinking Water system training record = 5 years</p> <p>confined space training = cease to perform work and at least 5 years</p> <p>salt program training = 7 years</p> <p>Long-term care home staff = shall retain</p> <p>Firefighter employment terms = 20 years</p>	<p>g035</p> <p>g045</p> <p>g065</p> <p>g103</p> <p>g139</p> <p>g148</p>

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H04	Health and Safety	Personnel	3 years Note: Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning	Personnel	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
H06	Job Descriptions	Personnel	Superseded**	best practice/business need
H07	Labour Relations	Personnel	Expiry of contract period + 10 years **	g013
H08	Organization Design	Originating	Superseded**	best practice/business need
H09	Salary Planning	Personnel	5 years	best practice/business need
H10	Pension and Benefits Records	Personnel	E + 6 years (employee departure)	g001 g088
H11	Recruitment	Personnel	3 years	g036

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H12	Training and Development	Personnel	<p>Date when that particular course ceases to be offered + 2 years **</p> <p>salt use training materials – 7 years</p> <p>drinking water training materials– 5 years</p> <p>Only courses developed and presented by the Municipality are subject to archival selection</p> <p>Long term care training and orientation = permanent</p>	<p>g043</p> <p>g045</p> <p>g062</p> <p>g139</p> <p>g148</p>
H13	Claims	Personnel	<p>Resolution of claim + 3 years</p> <p>Hazardous exposure claims = longer of 40 years or 20 years after last record made</p>	<p>g078</p> <p>g125</p>

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H14	Grievances	Personnel	Resolution of claim + 10 years	g013 g054
H15	Harassment And Violence	Personnel	Resolution of complaint + 3 years	g054 g059 best practice/business need
H16	Criminal Background Checks	Personnel	date employee ceased to be employed by employer + 7 years	best practice/business need
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40 years or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Personnel	When STD/LTD claims are resolved + 3 years	g078 best practice/business need
H19	Disability Management	Personnel	day issued or earlier as may be specified by Commission + 5 years	g010 g054
H20	Confined Spaces	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Personnel	5 years	best practice/business need
H22	Employee Certifications	Personnel	certification expired + 2 years	g059 g077

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PRIMARY HEADING: JUSTICE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Court Services	completion + 2 years	g024 MOU
J02	Informations (Part III)/ Accident and Careless Driving Part 1	Court Services	completion + 6 years	g022 g023 MOU
J03	Control Lists/ Justice Reports	Court Services	4 years	MOU
J04	Court Dockets	Court Services	3 years statement of defence – not set to trial = 5 years	g025 g093 g150 MOU
J05	Transcripts and Records of Court Proceedings	Court Services	6 years **	g029 g093 MOU
J06	Enforcements & Suspensions	Court Services	8 years	MOU
J07	Appeals & Transfers	Court Services	7 years	MOU
J08	Statistics/ Payment Tracking	Court Services	8 years	MOU
J09	Disclosure	Court Services	6 years	MOU
J10	Certificates of Conviction Part 2	Court Services	6 years	MOU

Legend:

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PRIMARY HEADING: LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L01	Appeals and Hearings	Clerk's	Permanent after Resolution of appeal	g059 g060 g068 g089 g090
L02	Claims Against the Municipality	Clerk's	Resolution of claim and all appeals + 2 years ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's	Resolution of claim and all appeals + 2 years	g056 g057 g072
L04	Contracts and Agreements - Under By-Law	Clerk's	act or omission on which claim is based took place + 15 years **	g060 g068
L05	Insurance Appraisals	Clerk's	After a new appraisal has been done + 15 years	g060
L06	Insurance Policies	Clerk's	Expiry of policy + 15 years	g060

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L07	Land Acquisition and Sale	Clerk's	Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed	g041 g095 g133 g145 g153
L08	Opinions and Briefs	Clerk's	Superseded**	best practice/business need
L09	Precedents	Clerk's	Superseded**	best practice/business need
L10	Federal Legislation	Originating	Superseded	best practice/business need
L11	Provincial Legislation	Originating	Superseded	best practice/business need
L12	Vital Statistics	Clerk's	Permanent Marriage licences 2 years	best practice/business need (P)
L13	Prosecutions	Originating	Delivery of judgement + 7 years	g059 (2 year limitation) g060 (15 year limitation) best practice/business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L14	Contracts and Agreements – Simple	Clerk's	Expiry of contract + 2 years ** Long term care service providers = Permanent	g041 g042 g053 g059 g062 g130

PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M01	Advertising	Originating	1 years**	best practice/business need
M02	Ceremonies and Events	Originating	5 years **	best practice/business need
M03	Charitable Campaigns/Fund Raising	Originating	1 year	best practice/business need
M04	Complaints Commendations and Inquiries	Originating	5 years ** Long term care complaints permanent	g054 g121 g154 g160
M05	News Clippings	Originating	1 years**	best practice/business need
M06	News Releases	Originating	1 years**	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M07	Publications	Originating	Superseded** Superseded + 3 years if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3 years **	best practice/business need
M09	Visual Identity and Insignia	Clerk's	Superseded + 5 years **	g134 g136
M10	Website & Social Media Content	Originating	Superseded + 2 years	g059
M11	Public Relations and Public Awareness	Originating	5 years **	best practice/business need
M12	Intellectual Property	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P01	By-law Enforcement	Originating	6 years **	g059 g089
P02	Daily Occurrence Logs	Originating	5 years **	best practice/business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	g144
P04	Hazardous Materials	Originating	5 years	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5 years	g011
P06	Building and Structural Inspections	Building	Permanent	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Public Health	Superseded but, minimum 1 year	g045
P08	Investigations	Originating	10 years **	g059 g089 best practice/business need
P09	Licences	Clerk's	Expiry of licence + 2 years	g017
P10	Building Permits	Building	Permanent	g015

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Court Services By-law Services	Execution of warrant + 2 years Court services search warrants – 40 years	g028 g059
P13	Criminal Records	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5 years	best practice/business need
P14	Animal Control	Originating	date animal was last in the pound + 2 years	g012
P15	Community Protection Programs	Originating	Superseded + 2 years ** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years	g071 best practice/business need
P16	Emergency Services	Originating	Superseded + 5 years	g011
P17	EMS and Fire Significant Incident & Impact Reports	EMS	5 years**	g011

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P18	EMS and Fire Accident Response Reports	EMS	5 years	g011
P19	EMS and Fire Statistics	EMS	Superseded + 2 years	best practice/business need
P20	Prohibition Notices & Orders	Legal	15 years	g016
P21	Facilities Routine Water Use, Monitoring and Testing	Parks & Recreation Child Care Facility	pools and recreational camps = 1 year child care facility plumbing flush and water testing = 6 years	g049 g109

PRIMARY HEADING: RECREATION AND CULTURE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R01	Heritage Preservation	Clerk's	End of plan year or removal of designation + 3 years **	g081
R02	Library Services	Clerk's	5 years	g134
R03	Museum and Archival Services	Clerk's	Superseded + 3 years **	g134

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R04	Parks Management	Parks & Recreation	park maintenance = 5 years ** Playground equipment maintenance = 15	g060 best practice/business need
R05	intentionally left blank			
R06	Recreational Programming	Parks & Recreation	program development & evaluation = 3 years ** program registration = 1 year attendance fee collection = 6 years	best practice/business need g071 g006

PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S01	Children's Day Care and Day Nursery Services	Community Services	Superseded (review after 3 years)	g125
S02	Elderly and Supportive Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need
S03	Long Term Care Facility Clients	Community Services	E + 10 Years (Event = after the resident is discharged from the home)	g061 g097

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S04	Community and Social Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need
S05	Ontario Works Clients	Community Services	date of last entry + 5 years outstanding overpayment = overpayment resolved + 5 years Fraud investigation = fraud resolved + 5 years outstanding family support issues = 10 years	g019 g084 g085
S06	Medical Case Clients	Public Health	discharged as a client + 15 years Note: reportable diseases may be longer	g060 college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Community Services	Superseded (review after 3 years)	best practice/business need
S08	Public Health	Public Health	Superseded (review after 5 years)	best practice/business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S09	Cemetery Interment	Clerk's	Permanent** Transfer to archives if no longer managed Burial permits = 2 years	g048 g101
S10	Day Care and Day Nursery Clients	Community Services	Last participated date + 3 years	g126
S11	Disabilities Support Clients	Community Services	no longer receiving support + 7 years	g155
S12	Housing Services	Community Services	10 years	g052 g163
S13	Housing Tenant Clients	Community Services	no longer resides + 5 years	g053 g163
S14	Home Child Care Program Administration	Community Services	3 years	g125
S15	Home Child Care Program Clients	Community Services	Last participated date + 3 years	g126
S16	Social and Health Care Planning and Management	Community Services	7 years	best practice/business need
S17	Client Care Coordination	Community Services	no longer receiving support + 10 years	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Community Services	Permanent	g003 g064 g163

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S19	Food Preparation and Service	Community Services	1 year	g063
S20	Cemetery Operations	Cemetery	Contract fulfilled or no longer applies + 6 years	g047

PRIMARY HEADING: TRANSPORTATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T01	Illumination	Works	Removal of the equipment + 6 years Specifications = P	best practice/business need
T02	Parking	Works	Closure of lot or space + 6 years	best practice/business need
T03	Public Transit Operations	Works	Closure of route/ shelter/ stop + 1 year**, 2 years minimum retention	best practice/business need
T04	Road Construction	Works	project finished + 1 year** Specifications = P	g073
T05	Road Design and Planning	Works	project finished + 1 year** Specifications = P	g073

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T06	Road Maintenance and Salt Usage	Works	project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Works	Removal of sign/signal + 1 year	g073
T08	Traffic	Works	project finished + 1year** Temporary road closures = 2 years	best practice/business need
T09	Roads and Lanes Openings/ Closures	Works	project finished + 1year**	best practice/business need
T10	Field Survey/Road Survey Books	Works	project finished + 1 year	best practice/business need
T11	Bridges	Works	project finished + 1 year Specifications = P	g073

Legend:

P – Permanent; **S** – Superseded; **E** – Event

C – Current Year; ****** - Subject to Archival Selection; **D** - Dispose

All numbers in retention columns refer to years unless otherwise specified

PRIMARY HEADING: VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V01	Fleet Management	Originating	termination of lease) + 2 years public vehicles trip record = 1 year Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g130
V02	Mobile Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V03	Transportable Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V04	Protective Equipment	Originating	Disposal of equipment + 1 year	g074 g075 best practice/business need
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 year Set-up tests = until superseded	g074 g157

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
g001 Canada Pension Plan Event + 6 years	1	FHR-CPP-2 — Canada Pension Plan Records	Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253.	Event + 6 years (Event = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.)	<p>24.(1) Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account at his place of business or residence in Canada, or at such other place as may be designated by the Minister, in such form and containing such information as will enable any contributions payable under this Act or any contributions or other amounts that should have been deducted or paid to be determined, and where any such employer has failed to keep adequate records and books of account, the Minister may require him to keep such records and books of account as he may specify, and the employer shall thereafter keep records and books of account as so required.</p> <p>(2) Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.</p> <p>(2.1) Every employer required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (2).</p> <p>(2.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt an employer or a class of employers from the requirement in subsection (2.1).</p> <p>(3) If the employer or an employee of the employer is subject to a ruling under section 26.1 or has made an appeal to the Minister under section 27 or 27.1, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</p>

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		FHR-CPP-7 — Record of Earnings Error Claims — Limitation Period	Canada Pension Plan, R.S.C. 1985, c. C-8, ss. 97(1), (3); as am. R.S.C. 1985, c. 30 (2nd Supp.), s. 50; as am. S.C. 1995, c. 33, s. 41	Event + 4 years (Event = End of year entry made)	<p>97.(1) Notwithstanding section 96, except as provided in this section, any entry in the Record of Earnings relating to the earnings or a contribution of a contributor shall be conclusively presumed to be accurate and may not be called into question after four years have elapsed from the end of the year in which the entry was made.</p> <p>(2) If</p> <p>(a) from information furnished by or obtained from the records of an employer or a former employer, or an employee or a former employee of an employer, or a person required to make a contribution in respect of this self-employed earnings, after the time specified in subsection (1), or</p> <p>(b) for any other reason,</p> <p>it appears to the Minister that the amount of the unadjusted pensionable earnings shown in the Record of Earnings to the account of an employee or former employee of that employer or to the account of that person is less than the amount that should be so shown in that Record, the Minister may cause the Record of Earnings to be rectified in order to show the amount of the unadjusted pensionable earnings of the contributor that should be so shown therein.</p> <p>.....</p> <p>(3) Where the amount of the unadjusted pensionable earnings of a contributor shown to his account in the Record of Earnings is increased pursuant to subsection (2) and it appears to the Minister that the earnings and contributions with respect to which that amount is so increased have been incorrectly shown in the Record to the account of another contributor, the Minister may cause the Record of Earnings to be rectified by reducing the amount of the unadjusted pensionable earnings shown in the Record to the account of that other contributor by such part of that amount as has been incorrectly so shown therein.</p>
		FHR-CPP-9 — Offence Prosecutions— Limitation Period	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 103. (1)	Event + 5 years (Event = Time subject matter of prosecution arose)	<p>103.(1) A prosecution for an offence under this Act may be commenced at any time within, but not later than, five years after the time when the subject-matter of the prosecution arose.</p>

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	30	IC78-10R5 books, records, and their related accounts and source documents	Income Tax Act, ss.230, ss.230.1 Income Tax Regulations, CRC, c 945, ss5800 Employment Insurance Act, s.87 Canada Pension Plan, s.24 interpretation based on Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction June 2010, para.24, 25.	six years from the end of the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred, and the record was created)	25. Subsection 230(4.1) of the Act requires every person who keeps records electronically to retain them in an electronically readable format for the retention period outlined in subsection 230(4). 26. Under the Act, books, records, and their related accounts and source documents, other than those referred to in paragraphs 27 and 28 have to be kept for a minimum of six years from the end of the last tax year to which they relate. The tax year is the fiscal period for corporations and the calendar year for all other taxpayers. Under the Employment Insurance Act and Canada Pension Plan, the retention period begins at the end of the calendar year to which the books and records relate. 29. The minimum retention period for the records referred to in paragraph 26 above is generally determined by the last tax year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, documentation relating to long-term transactions such as records supporting the acquisition and capital cost of investments and other capital property held by a person (including registered charities and registered Canadian amateur athletic associations), should be maintained until the day that is six years from the end of the last tax year in which such a transaction could enter into any calculation for income tax purposes.
g003 Controlled Drugs and Substances Event + 2 years	24	FHC-CDS-20 — Practitioners or Agents — Targeted Substance and Emergency Records	Benzodiazepines and Other Targeted Substances Regulations (1991), under the Controlled Drugs and Substances Act, SOR/2000-217, ss. 9, 59(1), 60; as am. SOR/2010-223, s. 28	Event + 2 years (Event = Day information obtained, or last transaction recorded)	9. The information or records required by these Regulations must be kept for a period of at least two years after (a) in the case of information, the day that the information was obtained; and (b) in the case of a record, the day that the last transaction was recorded on the record. 60 (1) A practitioner must keep the following records: (a) the brand name or, if the targeted substance does not have a brand name, the specified name, the quantity and strength per unit of any targeted substance received from a licensed dealer, pharmacist or hospital and the date on which it is received;

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					<p>(b) the name and address of the licensed dealer, pharmacist or hospital that sold or provided the targeted substance;</p> <p>(c) if a transaction involves a quantity of targeted substance that exceeds five times the usual daily dose for the substance, the name and quantity of the substance prescribed, administered, sold, provided, sent, delivered or transported, the name and address of the recipient and the date of the transaction; and</p> <p>(d) in the case of an emergency supply referred to in subsection 59(1), the name of the administering agent or mandatary, the location of the emergency supply, the name, quantity and strength per unit of each targeted substance, the date of all transactions related to that emergency supply and the name of any individual to whom the targeted substance was administered.</p> <p>(2) In respect of the administration of a targeted substance from an emergency supply referred to in subsection 59(1), the agent or mandatary of the practitioner must keep the following records:</p> <p>(a) the name, strength per unit and quantity of each targeted substance administered and the date on which it was administered;</p> <p>(b) the name of the individual to whom the targeted substance was administered; and</p> <p>(c) the name of the agent or mandatary of the practitioner who administered the targeted substance.</p>
	23	FHC-CDS-8 — Practitioners/ Agents — Narcotics Records	Narcotic Control Regulations, under the Controlled Drugs and Substances Act, C. R. C. 1978, c. 1041, s. 69; as am. SOR/85-588, s. 23; as am. SOR/99-124, s. 9; as am. SOR/2004- 237, s. 27; as am. SOR/2010-221, s. 15.	Two years	<p>69. Every person who is exempted under section 56 of the Act with respect to the possession of a narcotic — other than a person to whom a narcotic has been administered, sold, delivered or provided by a practitioner of medicine who is exempted under section 56 of the Act from the application of any subsection of section 53 with respect to that narcotic —, every practitioner of medicine who has received a narcotic under subsection 68(1) or (2) and every agent or mandatary of a practitioner of medicine who has received a narcotic under subsection 68(1) must</p> <ul style="list-style-type: none"> • (a) keep a record of the following information for a two-year period beginning on the day on which the record is made

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					<ul style="list-style-type: none"> ○ (i) the name and quantity of any narcotic purchased or received by them and the date on which it was purchased or received, ○ (ii) the name and address of the person from whom the narcotic was purchased or received, and ○ (iii) particulars of the use to which the narcotic was put; • (b) provide any information respecting the narcotic that the Minister may require; and • (c) permit access to the records that are required to be kept by these Regulations.
		FHC-CDS-106 — Summary Violation Proceedings — Limitation Period	Controlled Drugs and Substances Act, S.C. 1996, c. 19, s. 43.7; as en. S.C. 2017, c. 7, s. 28	Event + 0.5 years (Event = Minister becomes aware of acts or omissions that constitute alleged violation)	43.7 Proceedings in respect of a violation shall not be commenced later than six months after the Minister becomes aware of the acts or omissions that constitute the alleged violation.
g005 Employment Insurance Event + 6 years (Event = End of year for which kept or time for filing a further appeal has expired)	12	FHR-Em.Ins.-10	Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267.	Event + 6 years (Event = End of year for which kept; or until written permission given by Minister or until appeal disposed of or time for filing a further appeal has expired)	<p>87 (1) An employer paying remuneration to a person they employ in insurable employment shall keep records and books of account at the employer's place of business or residence in Canada, or at such other place as may be designated by the Minister, in such form and containing such information, including the Social Insurance Number of each insured person, as will enable the determination of any premiums payable under this Act or any premiums or other amounts that should have been deducted or paid.</p> <p>(2) If the employer has failed to keep adequate records and books of account, the Minister may require the employer to keep such records and books of account as the Minister may specify, and the employer shall keep the required records and books of account.</p> <p>(3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.</p> <p>(3.1) Every employer required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (3).</p>

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					<p>(3.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt an employer or a class of employers from the requirement in subsection (3.1).</p> <p>(4) If the employer or one of their employees is subject to a ruling under section 90 or has made an appeal to the Minister under section 91, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</p>
	13	FHR-Em.Ins.-11	Employment Insurance Act, S. C. 1996, c. 23, ss. 102. (1), (4); as am. S. C. 1999, c. 17, s. 135. (e); as am. S. C. 205, c. 38, s. 138. (g)(v).	Event + 5 years (Event = Subject matter of information or complaint arose)	102 (4) An information or complaint for an offence under this Part may be laid or made within five years after the subject-matter of the information or complaint arose.
	14	FHR-Em.Ins.-13	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19. (2), (4)(b)	Earliest of: 1 year or Event = copy is requested by the Commission or by person	<p>19 (2) Every employer shall complete a record of employment, on a form supplied by the Commission, in respect of a person employed by the employer in insurable employment who has an interruption of earnings.</p> <p>....</p> <p>(4) Where, for reasons beyond the employer's control, an employer is unable to deliver the employee's copy of the completed record of employment to the insured person within the time limit set out in paragraph (3)(a), the employer shall</p> <p>(a) where the employer knows the insured person's mailing address, mail the copy to that person; or</p> <p>(b) where the insured person's mailing address is not known to the employer, retain the copy until whichever of the following first occurs,</p> <p>(i) the copy is requested by the Commission,</p> <p>(ii) the copy is requested by the person, or</p> <p>(iii) 52 weeks have elapsed since the record of employment was completed.</p>
		FHR-Em.Ins.-14—Employers—	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss.	6 years	<p>19 (2) Every employer shall complete a record of employment, on a form supplied by the Commission, in respect of a person employed by the employer in insurable employment who has an interruption of earnings.</p> <p>(3) Subject to subsection (4), copies of the record of employment</p>

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		Records of Employment	19. (2), (3), (3.1), (5), (6); as am. SOR/2009- 96, s. 1; s. 55.1; as am. SOR/2009-187, s. 1		<p>completed in paper form in accordance with subsection (2) shall be distributed by the employer in the following manner:</p> <p>(a) the employee's copy shall be delivered to the insured person not later than five days after the later of</p> <p>(i) the first day of the interruption of earnings, and</p> <p>(ii) the day on which the employer becomes aware of the interruption of earnings;</p> <p>(b) the Commission's copy shall be sent to the Commission within the time limit set out in paragraph (a); and</p> <p>(c) the employer's copy shall be kept and retained as a part of the employer's records and books of account in accordance with subsection 87 (3) of the Act.</p> <p>(3.1) The record of employment completed in electronic form in accordance with subsection (2) shall be distributed by the employer in the following manner:</p> <p>(a) it shall be sent to the Commission not later than the earlier of</p> <p>(i) five days after the end of the pay period during which the first day of the employee's interruption of earnings fell, and</p> <p>(ii) if there are 13 or fewer pay periods per year under the employer's pay cycle, 15 days after the first day of the interruption of earnings; and</p> <p>(b) it shall be kept and retained as part of the employer's records and books of account in accordance with subsection 87 (3) of the Act.</p> <p>.....</p> <p>(5) Where an employer has failed to deliver a record of employment to an insured person or to the Commission or the employer is not available or is unable to provide information respecting the record of hours of insurable employment and the insurable earnings of that person because the employer's records are destroyed or lost, the person, on becoming a claimant, may provide, in respect of their hours of insurable employment and insurable earnings, a statement containing evidence of the hours and earnings.</p> <p>(6) Where a bankrupt employer or the trustee of a bankrupt employer has not provided a record of employment to an insured person or to the Commission, the Commission shall, in respect of that person, determine the</p>

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					<p>number of hours of insurable employment and the amount of insurable earnings for benefit purposes on the basis of the payroll and personnel records of the bankrupt employer provided by the trustee.</p> <p>.....</p> <p>55.1 Employers who participate in a program to enable the Commission to substantiate proof provided to it by claimants in respect of their fulfilment of conditions for receiving or continuing to receive benefits shall provide, electronically on a monthly basis, the following information to the Commission in respect of their employees:</p> <p>(a) dates of commencement of employment;</p> <p>(b) periods of employment; and</p> <p>(c) amounts earned during employment.</p> <p>(2) Subsection (1) only applies to employers</p> <p>(a) who hired 10 or more employees within the past 12 months or who advise the Commission in writing that they expect to do so within the next 12 months; or</p> <p>(b) who were required under subsection 19.(2) to complete 10 or more records of employment within the past 12 months or who advise the Commission in writing that they expect that they will be required to do so within the next 12 months.</p> <p>Definition:</p> <p>19 (1) In subsection (2) to (4), “employer” includes a bankrupt employer or the trustee of a bankrupt employer.</p> <p>.....</p> <p>1 (1) The definitions in this subsection apply in these Regulations.</p> <p>Act means the Employment Insurance Act.</p> <p>.....</p> <p>Employment Insurance Act, s. 87 (3)</p> <p>87 (3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.</p>
	9	FHR-Em.Ins.-2 — Benefit	Employment Insurance Act, S. C. 1996, c. 23,	Event + 6 years (72 months) (Event = day	<p>47 (1) All amounts payable under section 38, 39, 43, 45, 46 or 46.1 are debts due to Her Majesty and are recoverable in the Federal Court or any</p>

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		Claimant Recoverable Debts— Limitation Period	ss. 47. (1), (3), (4); as am. S. C. 2001, c. 5, s. 8.	on which liability arose as long as no pending appeal or other review of a decision establishing liability.)	other court of competent jurisdiction or in any other manner provided by this Act. (3) No amount due under this section may be recovered more than 72 months after the day on which the liability arose. (4) A limitation period established by subsection (3) does not run when there is pending an appeal or other review of a decision establishing the liability.
	11	FHR-Em.Ins.-9 — Employment Insurance Assessment- Limitation Period	Employment Insurance Act, S. C. 1996, c. 23, s. 85. (3).	Event + 3 years (Event = end of year in which any premium should have been paid, unless misrepresentation or fraud)	85 (3) No assessment, reassessment or additional assessment of an amount payable by an employer under this Act may be made by the Minister under this section after three years have elapsed after the end of the year in which any premium in relation to which that amount is payable should have been paid, unless the employer has made a misrepresentation or committed fraud in filing a return or in supplying information about the return under this Part.
	30	IC78-10R5	Income Tax Act, ss.230, ss.230.1 Income Tax Regulations, CRC, c 945, ss5800 Employment Insurance Act, s.87 Canada Pension Plan, s.24 interpretation based on Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction June 2010, para.24, 25.	six years from the end of the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred, and the record was created)	25. Subsection 230(4.1) of the Act requires every person who keeps records electronically to retain them in an electronically readable format for the retention period outlined in subsection 230(4). 26. Under the Act, books, records, and their related accounts and source documents, other than those referred to in paragraphs 27 and 28 below, have to be kept for a minimum of six years from the end of the last tax year to which they relate. The tax year is the fiscal period for corporations and the calendar year for all other taxpayers. Under the Employment Insurance Act and Canada Pension Plan, the retention period begins at the end of the calendar year to which the books and records relate. 29. The minimum retention period for the records referred to in paragraph 26 above is generally determined by the last tax year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, documentation relating to long-term transactions such as records supporting the acquisition and capital cost of investments and other capital property held by a person (including registered charities and registered Canadian amateur athletic

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					associations), should be maintained until the day that is six years from the end of the last tax year in which such a transaction could enter into any calculation for income tax purposes.
g006 Excise Tax Event + 6 years	5	FF-Exc. Tx. -4— Excise Tax Records and Books of Account	Excise Tax Act, R. S. C. 1985, c. E-15, s. 98. (1), as am. R. S. C. 1985 (1st Supp.), c. 15, s. 36; as am. R. S. C. 1985 (2nd Supp.), c. 7, s. 45. (1); ss. 100. (2) to (4); as am. S. C. 2002, c. 22, s. 386.	Event + 6 years (Event = End of calendar year for which records kept; or until written permission for prior disposal by Minister given; or longer if appeal)	<p>98 (1) Every person who</p> <p>(a) is required, by or pursuant to this Act, to pay or collect taxes or other sums or to affix or cancel stamps, or</p> <p>(b) makes an application under any of sections 68 to 70, shall keep records and books of account in English or French at that person's place of business in Canada in such form and containing such information as will enable the amount of taxes or other sums that should have been paid or collected, the amount of stamps that should have been affixed or cancelled or the amount, if any, of any drawback, payment or deduction that has been made or that may be made to or by that person, to be determined.</p> <p>(2) Every person required by subsection (1) to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.</p> <p>(2.01) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period set out in subsection (2).</p> <p>(2.02) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection (2.01).</p> <p>(2.1) Notwithstanding subsection (2), where a person required by subsection (1) to keep records and books of account serves a notice of objection under section 81.15 or 81.17 or is a party to an appeal under this Part, he shall retain those records and books of account and every account and voucher necessary to verify the information therein until the objection or appeal has been finally disposed of by appeal or otherwise.</p> <p>(3) Every person required by subsection (1) to keep records and books of</p>

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					<p>account shall, at all reasonable times, for any purpose related to the administration or enforcement of this Act</p> <p>(a) make the records and books of account and every account and voucher necessary to verify the information therein available to a particular person that is an officer of the Agency or another person authorized by the Minister;</p> <p>(b) give the particular person all reasonable assistance to inspect, audit or examine the records, books, accounts and vouchers;</p> <p>NOTE: Application provisions are not included in the consolidated text; see relevant amending Acts and regulations.</p> <p>.....</p> <p>100 (2) Where a person required by subsection 98 (1) to keep records or books of account has not, in the opinion of the Minister, kept adequate records or books of account, the Minister may prescribe the form of, and the information to be contained in, records or books of account to be kept by that person under that subsection.</p> <p>(3) Where the form of, or the information to be contained in, records or books of account to be kept by a person has been prescribed under subsection (2), and where that person fails to keep those records or books of account as required, that person is guilty of an offence and liable on summary conviction to a fine of not less than twenty-five dollars and not more than one thousand dollars and in default of payment of the fine to a term of imprisonment of not less than two months and not more than twelve months.</p> <p>(4) Every person who fails to comply with subsection 98(3) and every person who in any way prevents or attempts to prevent an officer of the Agency or an authorized person from having access to, or from inspecting, records or books of account kept pursuant to subsection 98(1) is guilty of an offence and liable on summary conviction to a fine of not less than two hundred dollars and not more than two thousand dollars or to imprisonment for a term of not more than six months or to both fine and imprisonment.</p>

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		FF-Exc. Tx. -56— Tax Debt Claims— Limitation Period	Excise Tax Act, R.S.C. 1985, c. E-15, ss. 82. (2) to (2.3), (2.6) to (3); as am. S.C. 2010, c. 25, s. 131	Event + 10 years (Event = Applicable day)	<p>82 (2) Subject to subsection (3), the Minister may not commence a proceeding in a court to collect a tax debt of a person in respect of an amount that may be assessed under this Part, unless when the proceeding is commenced the person has been or may be assessed for that amount.</p> <p>(2.1) The Minister may not commence an action to collect a tax debt after the end of the limitation period for the collection of the tax debt.</p> <p>(2.2) The limitation period for the collection of a tax debt of a person (a) begins (i) if a notice of assessment in respect of the tax debt is sent to or served on the person after March 3, 2004, on the day that is 90 days after the day on which the notice is sent or served, (ii) if no notice referred to in subparagraph (i) in respect of the tax debt was sent or served and the earliest day on which the Minister can commence an action to collect that tax debt is after March 3, 2004, on that earliest day, and (iii) if subparagraphs (i) and (ii) do not apply and the tax debt was payable on March 4, 2004, or would have been payable on that date but for a limitation period that otherwise applied to the collection of the tax debt, on March 4, 2004; and (b) ends, subject to subsection (2.6), on the day that is 10 years after the day on which it begins.</p> <p>(2.3) The limitation period described in subsection (2.2) for the collection of a tax debt of a person restarts (and ends, subject to subsection (2.6), on the day that is 10 years after the day on which it restarts) on any day, before it would otherwise end, on which (a) the person acknowledges the tax debt in accordance with subsection (2.4); (b) the Minister commences an action to collect the tax debt; or (c) the Minister, under section 81.1, assesses another person in respect of the tax debt.</p>

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					<p>.....</p> <p>(2.6) In computing the day on which a limitation period ends, there shall be added the number of days on which one or more of the following is the case:</p> <p>(a) the Minister may not, because of any of subsections 86(5) to (8), take any of the actions described in subsection 86(4) in respect of the tax debt;</p> <p>(b) the Minister has accepted and holds security in lieu of payment of the tax debt;</p> <p>(c) if the person was resident in Canada on the applicable date described in paragraph (2.2)(a) in respect of the tax debt, the person is non-resident; or</p> <p>(d) an action that the Minister may otherwise take in respect of the tax debt is restricted or not permitted under any provision of the Bankruptcy and Insolvency Act, of the Companies' Creditors Arrangement Act or of the Farm Debt Mediation Act.</p> <p>(2.7) Despite any law of Canada or a province, Her Majesty in right of Canada is not liable for any claim that arises because the Minister collected a tax debt after the end of any limitation period that applied to the collection of the tax debt and before March 4, 2004.</p> <p>(2.8) Despite any order or judgment made after March 3, 2004 that declares a tax debt not to be payable by a person, or that orders the Minister to reimburse to a person a tax debt collected by the Minister, because a limitation period that applied to the collection of the tax debt ended before royal assent to any measure giving effect to this section, the tax debt is deemed to have become payable on March 4, 2004.</p> <p>(3) Proceedings for the recovery of any tax, penalty, interest or other sum payable under this Act may be commenced in a court at any time if payment thereof was avoided by reason of a misrepresentation attributable to neglect, carelessness or wilful default or by reason of fraud.</p>
		FF-Exc. Tx. -75— Sales of Personal Property by Non-Registrant Municipality	Excise Tax Act, R.S.C. 1985, c. E-15, s. 257.1.(2)	Event + 2 years (Event = Day consideration for supply became due or was paid)	<p>257.1(2) A rebate shall not be paid to a person under subsection (1) unless the person files an application for the rebate within two years after the day on which the consideration for the supply became due or was paid without having become due.</p> <p>257.1(1) If a person that is a municipality, or is designated to be a</p>

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		Applications for Rebates— Limitation Period			<p>municipality for the purposes of section 259, and that is not a registrant makes, at any time, a taxable supply by way of sale of personal property that is capital property of the person (other than property of a person designated to be a municipality for the purposes of section 259 that is not designated municipal property of the person), the Minister shall, subject to subsection (2), pay a rebate to the person equal to the lesser of</p> <p>(a) the basic tax content of the property at that time, and</p> <p>(b) the tax that is or would, in the absence of section 167, be payable in respect of the taxable supply.</p> <p>.....</p> <p>123 (1) In section 121, this Part and Schedules V to X, . . .</p> <p>supply means, subject to sections 133 and 134, the provision of property or a service in any manner, including sale, transfer, barter, exchange, licence, rental, lease, gift or disposition;</p> <p>R.S.C. 1985, c. E-15, ss. 123.(1), 257.1.(1)</p>
	28	GST/HST return filer	Excise Tax Act, R. S. C. 1985, c. E-15, ss. 286(3.1)	6 years after record no longer needed for GST/HST calculations required by the Act (which may not be the year when the transaction occurred and the record was created) - Required to keep records in electronic format if they are created in electronic format	<p>24. Persons carrying on a business or engaged in a commercial activity, persons who are required to file a GST/HST return, and persons who make an application for a rebate are required to keep their books and records for a period of six years from the end of the latest year to which they relate.</p> <p>25. Persons who keep records electronically are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.</p> <p>26. The minimum retention period for books and records is generally determined by the last year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, records supporting the acquisition and capital cost of property should be maintained until the day that is six years from the end of the last year in which such an acquisition could enter into any calculation for GST/HST purposes, including the basic tax content of the property.</p>
	3	FF-Exc.Tx.-12	Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s.	Event + 6 years (Event = End of year to which relate or such other	286(1) Every person that carries on a business or is engaged in a commercial activity in Canada, every person that is required under this Part to file a return and every person that makes an application for a rebate or

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			12; as am. S. C. 1998, c. 19, s. 282	period as may be prescribed in Canada)	<p>refund shall keep all records that are necessary to enable the determination of the person's liabilities and obligations under this Part or the amount of any rebate or refund to which the person is entitled.</p> <p>(2) Where a person fails to keep adequate records for the purposes of this Part, the Minister may require the person to keep such records as the Minister may specify and the person shall thereafter keep the records so specified.</p> <p>(3) Every person required under this section to keep records shall retain them until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed.</p> <p>(3.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period set out in subsection (3).</p> <p>(3.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection (3.1).</p> <p>(4) Where a person who is required under this section to keep records serves a notice of objection or is a party to an appeal or reference under this Part, the person shall retain, until the objection, appeal or reference and any appeal therefrom is finally disposed of, every record that pertains to the subject-matter of the objection, appeal or reference.</p> <p>(5) Where the Minister is of the opinion that it is necessary for the administration of this Part, the Minister may, by a demand served personally or by registered or certified mail, require any person required under this section to keep records to retain those records for such period as is specified in the demand.</p> <p>(6) A person who is required under this section to keep records may dispose of the records before the expiration of the period in respect of which the records are required to be kept if written permission for their disposal is given by the Minister.</p> <p>NOTE: Application provisions are not included in the consolidated text; see relevant amending Acts and regulations.</p>
	4	FF-Exc.Tx.-1— Assessment	Excise Tax Act, R. S. C. 1985, c. E-15, ss.	Event + 4 years (Event = Person liable/person	298.(1) Subject to subsections (3) to (6.1), an assessment of a person shall not be made under section 296 . . .

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
		Period Liability – Limitation Period	298.(1)(f), 296.(4.1)(a); as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1993, c. 27, s. 131.(2); as am. S. C. 2000, c. 30, s. 89.(1)	paid or remitted the amount; as applicable)	(f) in the case of an assessment of an amount for which a person became liable under subsection 177(1.1), section 266 or 267.1, or subsection 270(4) or Subsection B.1 of Division VII more than four years after the person became liable; and 296(4.1) An allowable rebate referred to in subsection (2.1) or a part thereof that was not applied under that subsection and interest thereon under paragraphs (3.1)(b) and (c) (a) shall not be applied under paragraph (3.1)(b) against an amount (in this paragraph referred to as the “outstanding amount”) that is payable or remittable by a person unless the allowable rebate would have been payable to the person as a rebate if the person had claimed it in an application under this Part filed on the day the person defaulted in paying or remitting the outstanding amount and, in the case of a rebate under section 261, if subsection 261(3) allowed the person to claim the rebate within four years after the person paid or remitted the amount in respect of which the rebate would be so payable;
g007 Income Tax Event + 6 years	16	FF-In.Tx.-13 — Taxpayer Records	Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.), s. 230; as am. S.C. 1994, c. 21, s. 105; as am. S.C. 1998, c. 19, s. 227; as am. S.C. 2011, c. 24, s. 70; as am. S.C. 2013, c. 34, s. 352(F)	Event + 6 years (Event = End of last taxation year records and books of account relate to; or year return filed, as long as no other exceptions apply)	230.(1) Every person carrying on business and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person’s place of business or residence in Canada or at such other place as may be designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. (2) Every qualified donee referred to in paragraphs (a) to (c) of the definition “qualified donee” in subsection 149.1(1) shall keep records and books of account — in the case of a qualified donee referred to in any of subparagraphs (a)(i) and (iii) and paragraphs (b), (b.1) and (c) of that definition, at an address in Canada recorded with the Minister or designated by the Minister — containing

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					<p>(a) information in such form as will enable the Minister to determine whether there are any grounds for the revocation of its registration under this Act;</p> <p>(b) a duplicate of each receipt containing prescribed information for a donation received by it; and</p> <p>(c) other information in such form as will enable the Minister to verify the donations to it for which a deduction or tax credit is available under this Act.</p> <p>(2.1) For greater certainty, the records and books of account required by subsection 230(1) to be kept by a person carrying on business as a lawyer (within the meaning assigned by subsection 232(1)) whether by means of a partnership or otherwise, include all accounting records of the lawyer, including supporting vouchers and cheques.</p> <p>(3) Where a person has failed to keep adequate records and books of account for the purposes of this Act, the Minister may require the person to keep such records and books of account as the Minister may specify and that person shall thereafter keep records and books of account as so required.</p> <p>(4) Every person required by this section to keep records and books of account shall retain</p> <p>(a) the records and books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and</p> <p>(b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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					<p>(4.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection 230(4).</p> <p>(4.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection 230(4.1).</p> <p>(5) Where, in respect of any taxation year, a person referred to in subsection 230(1) has not filed a return with the Minister as and when required by section 150, that person shall retain every record and book of account that is required by this section to be kept and that relates to that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the day the return for that taxation year is filed.</p> <p>(6) Where a person required by this section to keep records and books of account serves a notice of objection or where that person is a party to an appeal to the Tax Court of Canada under this Act, that person shall retain every record, book of account, account and voucher necessary for dealing with the objection or appeal until, in the case of the serving of a notice of objection, the time provided by section 169 to appeal has elapsed or, in the case of an appeal, until the appeal is disposed of and any further appeal in respect thereof is disposed of or the time for filing any such further appeal has expired.</p> <p>(7) Where the Minister is of the opinion that it is necessary for the administration of this Act, the Minister may, by registered letter or by a demand served personally, require any person required by this section to keep records and books of account to retain those records and books of account, together with every account and voucher necessary to verify the information contained therein, for such period as is specified in the letter or demand.</p> <p>(8) A person required by this section to keep records and books of account</p>

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					may dispose of the records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, before the expiration of the period in respect of which those records and books of account are required to be kept if written permission for their disposal is given by the Minister.
		FF-In.Tx.-8 — Qualified Donees — Gift Records	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800.(1)(f); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F))	Event + 2 years (Event = End of last calendar year receipts relate to)	5800.(1) For the purposes of paragraph 230.(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: . . . (f) in respect of duplicates of receipts for gifts that are received by a qualified donee to which subsection 230.(2) of the Act applies, the period ending on the day that is two years after the end of the last calendar year to which the receipts relate;
		FF-In.Tx.-44 — Tax Actions — Limitation Period	Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), ss. 222.(3), (4), (5), (8) to (10); as am. S.C. 2004, c. 22, s. 50	Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)	222.(3) The Minister may not commence an action to collect a tax debt after the end of the limitation period for the collection of the tax debt. (4) The limitation period for the collection of a tax debt of a taxpayer (a) begins (i) if a notice of assessment, or a notice referred to in subsection 226.(1), in respect of the tax debt is sent to or served on the taxpayer, after March 3, 2004, on the day that is 90 days after the day on which the last one of those notices is mailed or served, and (ii) if subparagraph (i) does not apply and the tax debt was payable on March 4, 2004, or would have been payable on that date but for a limitation period that otherwise applied to the collection of the tax debt, on March 4, 2004; and (b) ends, subject to subsection (8), on the day that is 10 years after the day on which it begins. (5) The limitation period described in subsection (4) for the collection of a tax debt of a taxpayer restarts (and ends, subject to subsection (8), on the day that is 10 years after the day on which it restarts) on any day, before it would otherwise end, on which (a) the taxpayer acknowledges the tax debt in accordance with subsection

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					<p>(6); (b) the Minister commences an action to collect the tax debt; or (c) the Minister, under subsection 159(3) or 160(2) or paragraph 227(10)(a), assesses any person in respect of the tax debt.</p> <p>.....</p> <p>(8) In computing the day on which a limitation period ends, there shall be added the number of days on which one or more of the following is the case: (a) the Minister may not, because of any of subsections 225.1(2) to (5), take any of the actions described in subsection 225.1(1) in respect of the tax debt; (b) the Minister has accepted and holds security in lieu of payment of the tax debt; (c) if the taxpayer was resident in Canada on the applicable date described in paragraph (4)(a) in respect of the tax debt, the taxpayer is non-resident; or (d) an action that the Minister may otherwise take in respect of the tax debt is restricted or not permitted under any provision of the Bankruptcy and Insolvency Act, of the Companies' Creditors Arrangement Act or of the Farm Debt Mediation Act.</p> <p>(9) Notwithstanding any law of Canada or a province, Her Majesty is not liable for any claim that arises because the Minister collected a tax debt after the end of any limitation period that applied to the collection of the tax debt and before March 4, 2004.</p> <p>(10) Notwithstanding any order or judgment made after March 3, 2004 that declares a tax debt not to be payable by a taxpayer, or that orders the Minister to reimburse to a taxpayer a tax debt collected by the Minister, because a limitation period that applied to the collection of the tax debt ended before royal assent to any measure giving effect to this section, the tax debt is deemed to have become payable on March 4, 2004.</p>
	FE30	IC78-10R5 books, records, and their related	Income Tax Act, ss.230, ss.230.1 Income Tax Regulations, CRC, c	six years from the end of the last tax year to which they relate and for which they may be	<p>25. Subsection 230(4.1) of the Act requires every person who keeps records electronically to retain them in an electronically readable format for the retention period outlined in subsection 230(4).</p> <p>26. Under the Act, books, records, and their related accounts and source</p>

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		accounts and source documents	945, ss5800 Employment Insurance Act, s.87 Canada Pension Plan, s.24 interpretation based on Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction June 2010, para.24, 25.	required for purposes of the Act (which may not be the year when the transaction occurred and the record was created)	documents, other than those referred to in paragraphs 27 and 28 have to be kept for a minimum of six years from the end of the last tax year to which they relate. The tax year is the fiscal period for corporations and the calendar year for all other taxpayers. Under the Employment Insurance Act and Canada Pension Plan, the retention period begins at the end of the calendar year to which the books and records relate. 29. The minimum retention period for the records referred to in paragraph 26 above is generally determined by the last tax year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, documentation relating to long-term transactions such as records supporting the acquisition and capital cost of investments and other capital property held by a person (including registered charities and registered Canadian amateur athletic associations), should be maintained until the day that is six years from the end of the last tax year in which such a transaction could enter into any calculation for income tax purposes.
		OAF-HPP-15 — Food Premises Operators — Food Purchase Records	Food Premises Regulation, under the Health Protection and Promotion Act, O. Reg. 493/17, s. 29(2)	Event + 1 year (Event = Purchase date)	29.(2) Every operator of a food premise shall ensure that records of the purchase of food for use in the premise are retained on the premise at least until the first anniversary of the purchase date. “recreational camp” means a camp for recreational activities on a site in which sleeping and eating facilities are provided for temporary occupancy, with or without charge, for five or more persons who are under eighteen years of age or persons who have special needs.
g008 Canadian Environmental Protection Act, 1999 – Limitations		FENV-Ev.Pr.-25— Substance Release into Water Claims— Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 180.(7)	Event + 5 years (Event = Later of: Date events occur or: date becomes evident to Minister)	180.(7) Where events giving rise to a claim under this section occur, no proceedings in respect of the claim may be instituted after five years from the date on which the events occur or become evident to the Minister, whichever is later.
		FENV-Ev.Pr.-26— Environmental	Canadian Environmental	Event + 5 years (Event = Later of: date events	215.(1) A claim under section 214 may be recovered with costs in any court of competent jurisdiction. (2) Where events giving rise to the claim occur, no proceedings in respect of

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Event + 5 years		Release Claims— Limitation Period	Protection Act, 1999, S. C. 1999, c. 33, s. 215	occur or: date Minister becomes aware of)	the claim may be instituted more than five years after the date on which the events occur or the Minister becomes aware of them, whichever is later.
		FENV-Ev.Pr.- 27— Environmental Protection Compliance Orders— Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 240.(7)	Event + 5 years (Event = Later of: Date events occur or date: become evident to Minister)	240.(7) Where events giving rise to a claim under this section occur, no proceedings in respect of the claim may be instituted after five years from the date on which the events occur or become evident to the Minister, whichever is later.
		FENV-Ev.Pr.- 29— Environmental Emergency Claims— Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, s. 203.(7)	Event + 5 years (Event = Later of: Date events occur or: date becomes evident to Minister)	203.(7) Where events giving rise to a claim under this section occur, no proceedings in respect of the claim may be instituted after five years from the date on which the events occur or become evident to the Minister, whichever is later.
g010 Accessibility for Ontarians with Disabilities Act, 2005		OPM-AOD-13 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Multi-Year Accessibility Plans	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1)	Not specified, shall establish, implement, maintain and document. Review and update once every 5 years	<p>4. (1) The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall,</p> <p>(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;</p> <p>(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>(c) review and update the accessibility plan at least once every five years.</p> <p>.....</p> <p>2. In this Regulation, “accessible formats” may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities;</p> <p>.....</p>

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					<p>“designated public sector organization” means every municipality and every person or organization listed in Column 1 of Table 1 of O. Reg. 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the Public Service of Ontario Act, 2006 or described in Schedule 1 to this Regulation;</p> <p>“Government of Ontario” includes the executive of the government and operational branches, including every ministry of the Government of Ontario and the Office of the Premier;</p> <p>.....</p> <p>“Legislative Assembly” includes the Office of the Assembly, the offices of members of the Assembly, including their constituency offices and the offices of persons appointed on the address of the Assembly;</p>
g011 Ambulance Services 5 years		OHC	Ambulance Service Documentation Standards, Part 1 Paragraph 1 Ministry of Health and Long Term Care, Emergency Health Services Branch, 2000.	Event + 5 years (Event = date of the collision, incident or patient care event documented)	<p>For all Parts of the documentation standard, the following are required:</p> <ol style="list-style-type: none"> 1. Reports required under this standard may be made in either written or electronic format provided that completed reports remain readable and readily accessible for review for at least 5 years from the date of the collision, incident or patient care event documented. 2. Reports made under this standard will be retained for a period of at least 5 years from the date of the documented event. NOTE: Standard refers to Collision reports; complaint, investigation and Incident reports; Ambulance Call reports documenting patient & patient care.
g013 Arbitration Act, 1991 Event = award received + 10 years		OLA-Arbi.-1 — Arbitration Enforcements — Limitation Period	Arbitration Act, 1991, S. O. 1991, c. 17, s. 52.(3)	<p>Later of: December 31, 2018 And: Event + 10 years (Event = Day award received or: application determined; as applicable)</p>	<p>52.(3) An application to enforce an award shall not be commenced after the later of December 31, 2018 and the tenth anniversary of,</p> <ol style="list-style-type: none"> (a) the day the award was received; or (b) if an application to set aside the award was commenced, the date on which the application was finally determined.
g015		OCON-BI.Cd.-15 — Building Code Act Offence	Building Code Act, 1992, S.O. 1992, c. 23, s. 36.(8), (8.1); as am.	Event + 1 year (Event = Facts first came to knowledge of officer or	<p>36.(8) No proceeding under this section shall be commenced more than one year after the facts on which the proceeding is based first came to the knowledge of,</p> <ol style="list-style-type: none"> (a) an officer, where the proceeding is in respect of the enforcement of by—

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Building Code Offence 1 year after facts became known		Prosecutions — Limitation Period	S.O. 2009, c. 33, Sched. 21, s. 2.(9)	chief building official; as applicable)	laws passed under section 15.1; or (b) the chief building official, in any other case. (8.1) Subsection (8), as it read immediately before the day subsection 2(9) of Schedule 21 to the Good Government Act, 2009 comes into force, continues to apply where the subject-matter of the proceeding arose more than one year before that day.
g022 Part I - Accident and Careless Driving offences Event + 6 years		CD-2 — Part I Certificates of Offence - Accident and Careless Driving offences	POA Information Services website	Event + 6 years (Event = Paid and end of current year)	Attorney General Schedule # CD-2 Informations
g023 Part III Event + 6 years		CD-2 — Part III Informations	POA Information Services website	Event + 6 years (Event = Paid and end of current year)	Attorney General Schedule # CD-2 Informations
g024 Part 1 - excluding Accidents and Careless Driving offences Event + 2 years		CD-4R1 — Part 1 Certificates of Offence - excluding Accidents and Careless Driving offences	POA Information Services website	Event + 2 years (Event = Paid and end of current year)	Attorney General Schedule # CD-4R1 Informations

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
g025 Court Dockets Current year + 3 years		CD-5 — Court Dockets	POA Information Services website	Current year + 3 years	Attorney General Schedule # CD-5 Court Dockets Includes: - Court Dockets - Certificate Control Lists - RICM-2100 New Offence Register - RICO-2100 New Offence Register - RICO-0100 Forms to be Printed Control List - RICO-4015 Preliminary Enforcement Report - RICO-4017 Enforcement Review Journal - RICO-4400 Cases Disposed in Criminal Court - Daily Courtroom Utilization - Unverified Courtroom Utilization Report - Verified Courtroom Utilization Report - Certificate Requesting Conviction Part II (Parking)
g054 Human Rights day last used + 1 year (special program designation minimum of 5 years)		FHR-CHR-3 — Human Rights Offence Prosecutions — Limitation Period	Canadian Human Rights Act, R.S.C., 1985, c. H-6, s. 60(5)	Event + 1 year (Event = Subject matter of proceedings arose)	25. In this Act, “conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered” means a conviction of an individual for an offence in respect of which a pardon has been granted under Her Majesty’s royal prerogative of mercy or under s. 748 of the Criminal Code or a record suspension has been ordered under the Criminal Records Act, that has not been revoked or ceased to have effect;
		FHR-CHR-6 — Complaints — Limitation Period	Canadian Human Rights Act, R.S.C., 1985, c. H-6, s. 41€	1 year; or longer as Commission considers appropriate	41.(1) Subject to section 40, the Commission shall deal with any complaint filed with it unless in respect of that complaint it appears to the Commission that . . . (e) the complaint is based on acts or omissions the last of which occurred more than one year, or such longer period of time as the Commission considers appropriate in the circumstances, before receipt of the complaint.
		OPM-An.Rc.-2 — Public Sector — Anti-Racism Information	Anti-Racism Act, 2017, S.O. 2017, c. 15, ss. 6 to 11	Event = Retain for period specified in applicable data standards Or, if no such specified	6.(1) The Minister, with the approval of the Lieutenant Governor in Council, shall establish data standards for the collection, use and management of information, including personal information, to identify and monitor systemic racism and racial disparities for the purpose of eliminating systemic racism and advancing racial equity.

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		Human Rights 5 years		period: Event + 1 year (Event = Day last used by organization)	<p>(2) The data standards shall provide for, (a) the collection of information, including personal information and any circumstances in which personal information may be collected other than directly from the individual to whom the information relates; (b) the use, including the analysis, of information, including personal information; (c) the de-identification of personal information and the disclosure of de-identified information; (d) reporting on the use, including the analysis, of information, including personal information; and (e) the retention, security and secure disposal of personal information.</p> <p>(3) The Minister, with the approval of the Lieutenant Governor in Council, may amend the data standards.</p> <p>(4) The Minister shall consult with the Information and Privacy Commissioner and the Chief Commissioner of the Ontario Human Rights Commission before establishing or amending the data standards.</p> <p>(5) The Lieutenant Governor in Council may make regulations, (a) requiring public sector organizations to collect specified information, including personal information, in relation to specified programs, services and functions; (b) authorizing public sector organizations to collect specified personal information in relation to specified programs, services and functions; (c) providing for all or part of the data standards to apply with respect to personal information a public sector organization is required or authorized to collect under a regulation made under clause (a) or (b), including requiring the organization to comply with all or part of the data standards.</p> <p>(6) Personal information may not be specified under a regulation made under clause (5)(a) or (b) unless it is listed in the data standards.</p>

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					<p>(7) A regulation made under clause (5)(a) or (b) does not apply to a public sector organization in relation to a program, service or function if the organization, in providing that program or service, or carrying out that function, is a health information custodian, as defined in the Personal Health Information Protection Act, 2004.</p> <p>(8) No program, service or benefit shall be withheld because a person does not provide, or refuses to provide, information under the data standards or the regulations made under subsection (5).</p> <p>(9) Authority to collect personal information under a regulation made under clause (5)(b) is in addition to, and does not derogate from, any other authority a public sector organization may have to collect personal information for the purpose specified in subsection 7(2).</p> <p>7.(1) This section applies with respect to the collection of personal information as required or authorized under a regulation made under clause 6(5)(a) or (b).</p> <p>(2) The purpose for collecting the personal information under this Act is to eliminate systemic racism and advance racial equity.</p> <p>(3) The personal information shall be collected directly from the individual to whom the information relates unless another manner of collection is authorized by the applicable data standards.</p> <p>(4) If the personal information is collected directly from the individual to whom the information relates, the public sector organization shall inform the individual that the collection is authorized under this Act and shall also inform the individual of,</p> <p>(a) the purpose for which the personal information is intended to be used;</p> <p>(b) the fact that, under subsection 6(8), no program, service or benefit may be withheld because the individual does not provide, or refuses to provide, the personal information; and</p> <p>(c) the title and contact information, including an email address, of an employee who can answer the individual's questions about the collection.</p>

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					<p>(5) If personal information is collected other than directly from the individual to whom the information relates, the public sector organization shall, before collecting information in that manner, ensure that a notice is published on a website that the collection is authorized or required under this Act and also stating,</p> <p>(a) the types of personal information that may be collected in that manner and the circumstances in which personal information may be collected in that manner;</p> <p>(b) the purpose for which the personal information collected in that manner is intended to be used; and</p> <p>(c) the title and contact information, including an email address, of an employee who can answer an individual's questions about the collection.</p> <p>(6) The public sector organization shall not use the collected personal information for a purpose other than the purpose specified in subsection (2).</p> <p>(7) Subsection (6) does not apply to personal information lawfully collected by a public sector organization for another purpose in addition to the purpose specified in subsection (2).</p> <p>(8) A public sector organization shall not use personal information collected as authorized under a regulation made under clause 6(5)(b) if the use of other information will meet the purpose specified in subsection (2) and shall not use more of such personal information than is reasonably necessary to meet that purpose.</p> <p>(9) The public sector organization shall de-identify the collected personal information as required under the applicable data standards.</p> <p>(10) The public sector organization shall retain the collected personal information for the period specified in the applicable data standards or, if there is no such specified period, for at least one year after the day it was last used by the organization.</p>

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					<p>(11) The public sector organization shall take reasonable measures to secure the collected personal information.</p> <p>(12) Before using the collected personal information for the purpose specified in subsection (2), the public sector organization shall take reasonable steps to ensure that the information is as accurate as is necessary for that purpose.</p> <p>(13) The public sector organization shall limit access to the collected personal information to officers, employees, consultants and agents of the organization who need access to the information in the performance of their duties in connection with anything the organization is required to do, or may do, under this Act, the regulations or the applicable data standards.</p> <p>(14) The public sector organization may disclose the collected personal information only if,</p> <p>(a) the person to whom the information relates has identified that information in particular and consented to its disclosure;</p> <p>(b) the disclosure is required by law, including as required under section 31 of the Human Rights Code;</p> <p>(c) the disclosure is for the purpose of a proceeding or contemplated proceeding and the information relates to or is a matter in issue in the proceeding or contemplated proceeding and,</p> <p>(i) the public sector organization is, or is expected to be, a party, or</p> <p>(ii) a current or former employee, consultant or agent of the public sector organization is, or is expected to be, a witness;</p> <p>(d) the disclosure is for a research purpose in accordance with section 8; or</p> <p>(e) the disclosure is to the Information and Privacy Commissioner.</p> <p>(15) Subsection (14) does not apply to personal information lawfully collected by a public sector organization for another purpose in addition to the purpose specified in subsection (2).</p>

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					<p>(16) Subsection (14) prevails over the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act but the authority to disclose under that subsection is subject to any limits on disclosure under any other law.</p> <p>(17) Nothing in this section limits the right of an individual under any Act to access and correct personal information about the individual.</p> <p>8.(1) This section applies with respect to the disclosure, under clause 7(14)(d), for a research purpose, of personal information collected as required or authorized under a regulation made under clause 6(5)(a) or (b).</p> <p>(2) The public sector organization may disclose collected personal information to a researcher for a research purpose if the researcher,</p> <p>(a) submits to the public sector organization,</p> <p>(i) an application in writing,</p> <p>(ii) a research plan that meets the requirements of subsection (3), and</p> <p>(iii) a copy of the decision of a research ethics board that approves the research plan; and</p> <p>(b) enters into an agreement with the public sector organization that complies with the requirements prescribed by regulation for the purposes of this clause.</p> <p>(3) A research plan must be in writing and must set out,</p> <p>(a) the affiliation of each person involved in the research;</p> <p>(b) the nature and objectives of the research and the public or scientific benefit of the research that the researcher anticipates; and</p> <p>(c) all other matters related to the research that are prescribed by regulation for the purposes of this clause.</p> <p>(4) A research ethics board shall not approve a research plan if the research purpose for which the disclosure is to be made can be reasonably accomplished without the information being provided in individually identifiable form.</p> <p>(5) In determining whether or not to approve a research plan, a research ethics board shall consider the matters prescribed by regulation for the purposes of this subsection.</p>

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					<p>(6) A research ethics board may specify, in its approval of a research plan, conditions to which the approval is subject.</p> <p>(7) A researcher who receives personal information about an individual under clause 7(14)(d),</p> <p>(a) shall comply with the conditions, if any, specified by the research ethics board under subsection (6);</p> <p>(b) shall not publish the information in a form that could reasonably enable a person to ascertain the identity of the individual;</p> <p>(c) shall comply with the agreement referred to in clause (2)(b); and</p> <p>(d) shall comply with the requirements prescribed by regulation for the purposes of this clause.</p> <p>(8) The Lieutenant Governor in Council may make regulations prescribing anything described as being prescribed by regulation in this section or in the definition of “research ethics board” in section 1.</p> <p>9.(1) If a public sector organization is required or authorized to collect personal information under a regulation made under clause 6(5)(a) or (b), the organization may use, for the purpose specified in subsection 7(2), other personal information it has lawfully collected.</p> <p>(2) The public sector organization shall use personal information as allowed under subsection (1) only in accordance with the applicable data standards.</p> <p>(3) The public sector organization shall not use personal information as allowed under subsection (1) if the use of other information will meet the purpose specified in subsection 7(2) and shall not use more of such personal information than is reasonably necessary to meet that purpose.</p> <p>(4) The use of personal information as allowed under subsection (1) is deemed to comply with section 41 of the Freedom of Information and Protection of Privacy Act and section 31 of the Municipal Freedom of Information and Protection of Privacy Act.</p> <p>(5) Before using personal information as allowed under subsection (1), the public sector organization shall ensure that a notice is published on a website stating that the use is authorized under this Act and also stating,</p> <p>(a) the types of personal information that may be used under subsection (1) and the circumstances in which such personal information may be used in that way;</p>

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					<p>(b) the purpose for which the personal information may be used under subsection (1); and</p> <p>(c) the title and contact information, including an email address, of an employee who can answer an individual's questions about the use of the personal information under subsection (1).</p> <p>10.(1) The Information and Privacy Commissioner may, from time to time, review the practices of a public sector organization that has collected or used personal information as required or authorized under this Act to determine whether,</p> <p>(a) there has been an unauthorized collection, retention, use, disclosure, access to or modification of personal information in the custody or control of the public sector organization in connection with this Act; and</p> <p>(b) the requirements under this Act relating to personal information, including the requirements with respect to notice, de-identification, retention, security and secure disposal, have been met.</p> <p>(2) The public sector organization shall co-operate with and assist the Commissioner in the conduct of the review under subsection (1).</p> <p>(3) The Commissioner may require the production of such information and records under the custody or control of the public sector organization as are relevant to the subject matter of the review.</p> <p>(4) If the Commissioner requires production of information or a record under subsection (3), the person having custody or control of the information or record shall produce it to the Commissioner and, at the request of the Commissioner, shall provide whatever assistance is reasonably necessary, including using any data storage, processing or retrieval device or system to produce a record in readable form.</p> <p>(5) If, after giving the public sector organization an opportunity to be heard, the Commissioner determines that a practice contravenes this Act or the regulations, including a requirement under the regulations made under clause 6(5)(c) that a public sector organization comply with a part of the data standards, the Commissioner may order the organization to do any of the following:</p> <ol style="list-style-type: none"> 1. Discontinue the practice. 2. Change the practice as specified by the Commissioner.

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					<p>3. Destroy personal information collected or retained under the practice.</p> <p>4. Implement a new practice as specified by the Commissioner.</p> <p>(6) The Commissioner may order, under paragraph 2 or 4 of subsection (5), no more than what is reasonably necessary to achieve compliance with this Act and the regulations.</p> <p>(7) A person who wilfully fails to comply with an order made under paragraph 1 or 3 of subsection (5) is guilty of an offence and on conviction is liable to a fine not exceeding \$100,000.</p> <p>(8) A prosecution for an offence under subsection (7) shall not be commenced without the consent of the Attorney General or his or her agent.</p> <p>(9) In a prosecution for an offence under subsection (7) for wilfully failing to comply with an order, the court may take precautions to avoid the disclosure by the court or any person of any personal information to which the order relates, including, where appropriate, conducting hearings or parts of hearings in private or sealing all or part of the court files.</p> <p>11. The Information and Privacy Commissioner may make comments or recommendations on the privacy implications of any matter related to this Act, including any matter related to the data standards established under section 6 or any regulations made under this Act.</p>
		OLA-Hm.Rg-2 — Complaints — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 34.(1); as am. S. O. 2006, c. 30, s. 5	Event + 1 year (Event = incident to which application relates or last incident in series)	<p>34.(1) If a person believes that any of his or her rights under Part I have been infringed, the person may apply to the Tribunal for an order under section 45.2,</p> <p>(a) within one year after the incident to which the application relates; or</p> <p>(b) if there was a series of incidents, within one year after the last incident in the series.</p>
g055 Income Tax Act Event + 6 years		OF-In.Tx.-1 — Provincial Offence Tax Prosecutions — Limitation Period	Income Tax Act, R. S. O. 1990, c. I.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.	Event + 8 years (Event = Day subject matter of information/ complaint arose)	48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.
		OF-In.Tx.-2 — Income Tax	Income Tax Act, R. S. O. 1990, c. I.2, s. 39; as	Event + 6 years (Event = End of last taxation)	39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other

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		Accounting Records and Books of Account [Incorporation of Federal Tax Act	am. S. O. 1993, c. 29, s. 2; as am. S. O. 2004, c. 16, s. 3.	year to which records relate; at person's place of business or residence in Ontario; unless exceptions apply)	amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined (2) Subsections 230.(2.1), (3), (4), (4.1), (4.2), (5), (6), (7) and (8) of the Federal Act apply for the purposes of this Act and, in the application thereof, any reference to subsection 230.(1) of the Federal Act shall be read as a reference to subsection (1).
g131 Corporate Books & Records Event + 2 years		FF-In.Tx.-18 — Corporate Books and Records (Directors and Shareholders Meetings Minutes, General Ledger, Contracts relevant to Ledger and Books of Final Entry)	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800.(1)(a); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F)	Event + 2 years (Event = Day corporation dissolved)	5800.(1) For the purposes of paragraph 230.(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv), the period ending on the day that is two years after the day that the corporation is dissolved;
g134 Copyright infringement Event + 50 years		FLA-Copy.-5 — Crown Copyright — Limitation Period	Copyright Act, R.S.C. 1985, c. C-42, s. 12; as am. S.C. 1993, c. 44, s. 60	Event + 50 years (Event = End of calendar year of first publication of work)	12. Without prejudice to any rights or privileges of the Crown, where any work is, or has been prepared or published by or under the direction or control of Her Majesty or any government department, the copyright in the work shall, subject to any agreement with the author, belong to Her Majesty and in that case shall continue for the remainder of the calendar year of the first publication of the work and for a period of fifty years following the end of that calendar year.

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		FLA-Copy.-1 — Copyright Actions for Civil Remedies — Limitation Period	Copyright Act, R.S.C. 1985, c. C-42, s. 41; as am. R.S.C. 1985 (4th Supp.), c. 10, s. 9; as am. S.C. 1997, c. 24, s. 22	Event + 3 years (Event = Infringement or or could reasonably be expected to know of infringement)	<p>43.(1) Subject to subsection (2), a court may award a remedy for any act or omission that has been done contrary to this Act only if</p> <p>(a) the proceedings for the act or omission giving rise to a remedy are commenced within three years after it occurred, in the case where the plaintiff knew, or could reasonably have been expected to know, of the act or omission at the time it occurred; or</p> <p>(b) the proceedings for the act or omission giving rise to a remedy are commenced within three years after the time when the plaintiff first knew of it, or could reasonably have been expected to know of it, in the case where the plaintiff did not know, and could not reasonably have been expected to know, of the act or omission at the time it occurred.</p> <p>Restriction</p> <p>(2) The court shall apply the limitation or prescription period set out in paragraph (1)(a) or (b) only in respect of a party who pleads a limitation period.</p>
		FLA-Copy.-25 — Library, Archive or Museum — Copying Records	Exception for Educational Institutions, Libraries, Archives and Museums Regulations, under the Copyright Act, SOR/99-325, s. 4	3 years	<p>4.(1) Subject to subsection (2), a library, an archive or a museum, or a person acting under the authority of one, shall record the following information with respect to a copy of a work that is made under section 30.2 of the Act:</p> <p>(a) the name of the library, archive or museum making the copy;</p> <p>(b) if the request for a copy is made by a library, archive or museum on behalf of a person who is a patron of the library, archive or museum, the name of the library, archive or museum making the request;</p> <p>(c) the date of the request; and</p> <p>(d) information that is sufficient to identify the work, such as</p> <p>(i) the title,</p> <p>(ii) the International Standard Book Number,</p> <p>(iii) the International Standard Serial Number,</p> <p>(iv) the name of the newspaper, the periodical or the scholarly, scientific or technical periodical in which the work is found, if the work was published in a newspaper, a periodical or a scholarly, scientific or technical periodical,</p>

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					<p>(v) the date or volume and number of the newspaper or periodical, if the work was published in a newspaper or periodical,</p> <p>(vi) the date or volume and number of the scholarly, scientific or technical periodical, if the work was published in a scholarly, scientific or technical periodical, and</p> <p>(vii) the numbers of the copied pages.</p> <p>(2) A library, an archive or a museum, or a person acting under the authority of one, does not have to record the information referred to in subsection (1) if the copy of the work is made under subsection 30.2.(1) of the Act after December 31, 2003.</p> <p>(3) A library, an archive or a museum, or a person acting under the authority of one, shall keep the information referred to in subsection (1)</p> <p>(a) by retaining the copy request form; or</p> <p>(b) in any other manner that is capable of reproducing the information in intelligible written form within a reasonable time.</p> <p>(4) A library, an archive or a museum, or a person acting under the authority of one, shall keep the information referred to in subsection (1) with respect to copies made of a work for at least three years.</p> <p>(5) A library, an archive or a museum, or a person acting under the authority of one, shall make the information referred to in subsection (1), with respect to copies made of a work, available once a year to one of the following persons, on request made by the person in accordance with subsection (7):</p> <p>(a) the owner of copyright in the work;</p> <p>(b) the representative of the owner of copyright in the work; or</p> <p>(c) a collective society that is authorized by the owner of copyright in the work to grant licences on their behalf.</p> <p>(6) A library, an archive or a museum, or a person acting under the authority of one, shall make the information referred to in subsection (1) available to the person making the request, within 28 days after the receipt of the request or any longer period that may be agreed to by both of them.</p> <p>(7) A request referred to in subsection (5) must be made in writing, indicate the name of the author of the work and the title of the work, and be signed</p>

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					by the person making the request and include a statement by that person indicating that the request is made under paragraph (5)(a), (b) or (c).
g135 Patent infringement – 6 years Event + 20 years		FLA-Pate.-1 — Patent Applications after October 1, 1989 — Limitation Period	Patent Act, R.S.C. 1985, c. P-4, s. 44; as am. R.S.C. 1985 (3rd Supp.), c. 33, s. 16; as am. S.C. 1993, c. 15, s. 42	Event + 20 years (Event = Filing date)	44. Subject to section 46, where an application for a patent is filed under this Act on or after October 1, 1989, the term limited for the duration of the patent is twenty years from the filing date.
		FLA-Pate.-3 — Patent Infringement Actions — Limitation Period	Patent Act, R.S.C. 1985, c. P-4, s. 55.01; as am. S.C. 1993, c. 15, s. 48	Event + 6 years (Event = Commencement of action for infringement)	55.01 No remedy may be awarded for an act of infringement committed more than six years before the commencement of the action for infringement.
g136 Trademarks Event + 5 years		FBS-Tra.Mr.-3 — Trade-mark Use Evidence — Limitation Period	Trade-marks Act, R.S.C. 1985, c. T-13, s. 45(1); as am. S.C. 1993, c. 44, s. 232; as am. S.C. 1994, c. 47, s. 200; as am. S.C. 2014, c. 32, ss. 39, 53	Event + 3 years (Event = day on which a trademark is registered, unless the Registrar sees good reason to the contrary)	45.(1) After three years beginning on the day on which a trademark is registered, unless the Registrar sees good reason to the contrary, the Registrar shall, at the written request of any person who pays the prescribed fee - or may, on his or her own initiative — give notice to the registered owner of the trade-mark requiring the registered owner to furnish within three months an affidavit or a statutory declaration showing, with respect to all the goods or services specified in the registration or to those that may specify in the notice, whether the trade-mark was in use in Canada at any time during the three-year period immediately preceding the date of the notice and, if not, the date when it was last so in use and the reason for the absence of such use since that date.
		FBS-Tra.Mr.-2 — Trade-mark Non-use — Limitation Period	Trade-marks Act, R.S.C. 1985, c. T-13, s. 45(3); as am. S.C. 1993, c. 44, s. 232; as am. S.C. 1994, c. 47, s. 200; as am. S.C. 2014, c. 32, s. 53	Event + 3 years (Event = Date of notice)	45.(3) Where, by reason of the evidence furnished to the Registrar or the failure to furnish any evidence, it appears to the Registrar that a trade-mark, either with respect to all of the goods or services specified in the registration or with respect to any of those goods or services, was not used in Canada at any time during the three year period immediately preceding the date of the notice and that the absence of use has not been due to special circumstances that excuse the absence of use, the registration of the trade-mark is liable to be expunged or amended accordingly.

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		FBS-Tra.Mr.-7 — Invalidation of Trade-mark Proceedings for Previous Use — Limitation Period	Trade-marks Act, R.S.C. 1985, c. T-13, s. 17(2)	Event + 5 years (Event = Date of registration of trade-mark; unless established person had knowledge of previous use or making known)	17.(2) In proceedings commenced after the expiration of five years from the date of registration of a trade-mark or from July 1, 1954, whichever is the later, no registration shall be expunged or amended or held invalid on the ground of the previous use or making known referred to in subsection (1), unless it is established that the person who adopted the registered trade-mark in Canada did so with knowledge of that previous use or making known. 2. In this Act, . . . “person” includes any lawful trade union and any lawful association engaged in trade or business or the promotion thereof, and the administrative authority of any country, state, province, municipality or other organized administrative area;
g137 Hazardous Waste Landfill Facility Personnel Training Should be maintained	g002	FENV-Ev.Pr.- 116— Hazardous Waste Landfill Facilities— Personnel Training Records	National Guidelines for Hazardous Waste Landfills, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2006, No. PN 1365, s. 5.9 par. 2	Not specified “should be maintained”	5.9 All personnel at the engineered hazardous waste landfill facility should undergo a comprehensive training program before and during their period of employment at the facility. Personnel should be tested and pass mandatory training programs appropriate to their job functions before being permitted to perform the work (see Appendix G). Following the initial training programs, there should be regular refresher programs to reinforce established procedures and to introduce new procedures. Personnel records should be maintained to document the nature and timing of training completed by each employee. G.6.2 Personnel documentation Documents containing the following information should be maintained: a) a job title for each position related to hazardous waste management, and the name of the employee filling each job; b) c) G-6 a job description for each position, including specific descriptions of the education, skill and experience required; a description of the introductory and continuing training that is given to each person filling a particular position; e) complete records of job training for current

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					personnel, which should be kept until closure of the facility; and f) complete records of job training for former employees, which should be kept for a reasonable period of time (such as two years from the date the employee last worked at the facility).
editor's note: Act may apply if Ontario Environmental Protection Act does not address. Code of Practice only applies if adopted by jurisdiction of authority		FENV-Ev.Pr.-122 — Hazardous Waste Landfill Facilities — Facility-Specific Operating Manuals / Job Training for Former Employees Records	Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2006, No. PN 1365, s. 5.3 par. 1, Appendix G, s. G6.2.(f)	Event + 2 years (Event = Date employee last worked at facility)	<p>5.3 A comprehensive facility-specific operating manual should be prepared for the engineered hazardous waste landfill facility (see Appendix G). This manual should be reviewed by all staff and used as the primary reference document for day-to-day operation.</p> <p>.....</p> <p>Appendix G: Operational Procedures</p> <p>.....</p> <p>G. 6.2. Personnel Documentation</p> <p>Documents containing the following information should be maintained: . . .</p> <p>(f) complete records of job training for former employees, which should be kept for a reasonable period of time (such as two years from the date the employee last worked at the facility).</p>
g138 Solid Waste Incinerators Inspections operational life of facility		FENV-Ev.Pr.-123 — Municipal Solid Waste Incinerators — Daily Waste and Inspection Record	Operation and Emission Guidelines for Municipal Solid Waste Incinerators, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the	Event = Should be maintained and retained throughout operational life of facility	<p>6.1 Daily Inspections</p> <p>The waste incineration facility should be inspected daily to detect leakage, spills, corrosion, hot spots and malfunctions. The inspection should reveal whether gauges, recorders and monitors are functioning, if there are signs of tampering with incinerator equipment and if repairs are required. The operator of the waste incineration facility should keep records of the inspections carried out.</p> <p>Such inspection reports shall include but not be limited to the following:</p> <p>— The time and date of the inspection;</p>

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researcher's note:Act may apply if Ontario Environment al Protection Act does not address. Code of Practice only applies if adopted by jurisdiction of authority			Environment, No. TS/WM-TRE-003, June 1989, s. 6		<ul style="list-style-type: none"> — The name and job title of the person carrying out the inspection; — A description of the equipment inspected; — The reason for the inspection; — The observation made; — Any tests carried out and the results of the tests; — A description of all equipment replaced and repairs and maintenance carried out as a result of every inspection; and — The signature of the person making the inspection verifying that the information is correct. <p>6.2 Wastes</p> <p>Throughout the operational life of the facility, daily records should be maintained and retained for the sources of the incoming wastes; estimated quantities of incoming wastes, by weight; quantities and descriptions of outgoing wastes; and, quantities of wastes burned.</p> <p>6.3 Recording Devices</p> <p>The original entry records for all recording devices should be retained throughout the operational life of the waste incineration facility.</p> <p>6.4 Stack Testing</p> <p>Stack testing should be conducted on the final discharge stack during normal operation of the waste incineration facility as follows:</p> <ul style="list-style-type: none"> — Once within six months of the start of full normal operation of the facility; and — Subsequently as required by provincial agencies. <p>The suggested minimum list of monitored parameters includes those listed in Table 4.2 of this guideline. Local jurisdictions may require monitoring of additional contaminants and operating parameters.</p> <p>6.5 Monthly Reports</p> <p>Within 20 days following the end of each calendar month, a report should be prepared summarizing and commenting on the significance of the results from all recording devices, and daily waste and inspection records for the calendar month just ended.</p> <p>The report shall include the monthly averages for opacity, oxygen, hydrogen chloride and carbon monoxide as well as the following data:</p> <ul style="list-style-type: none"> — Total hours of process operation;

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					<ul style="list-style-type: none"> — Continuous emission monitoring system performance specifications and calibration data; — Percent availability of each monitor; — Percent sample recovery for the continuous emission monitors; — Total duration of: <ul style="list-style-type: none"> * stack opacity exceeding 5%, * carbon monoxide concentration exceeding the limits prescribed in recommendation 4.2.8, * combustion temperature below 1000 °C, * fabric filter inlet temperature exceeding the acceptable range, * Hydrogen chloride exceeding the rolling average values prescribed in recommendation 4.4.1.; — number of the above-mentioned conditions lasting more than 60 minutes or exceeding the recommended rolling average, and explanation for the condition; — steps taken to remedy any upset conditions registered; — relevant operating conditions during any discharge of flue gases by-passing pollution control equipment and the duration of such discharge; and — Operation of auxiliary burners. <p>Monthly reports should comply with all requirements of the jurisdiction. Copies should be provided to the appropriate provincial authority and should be made available to the public.</p> <p>6.6 Annual Review</p> <p>A performance review of the incineration facility should be conducted annually.</p> <p>The review should evaluate:</p> <ul style="list-style-type: none"> — overall plant performance; — the adequacy of operation and maintenance standards; — the output performance association with the incineration of the wastes; — housekeeping practices; — occurrence of emergencies and the response measures taken; — sources of wastes and estimate quantity by weight;

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
					<ul style="list-style-type: none"> — the quantities and description of outgoing waste; — details of downtime of the incinerator, together with related causes; and — frequency, duration and cause of each pollution control system bypass. <p>The complete annual report shall be given to appropriate provincial authority and should be made available for review by interested members of the public.</p>
g139 Road Salt Usage 7 years		FMV-Ev.Pr.-48 — Organizations Using Road Salt — Data, Salt Management Plan, Plan Revisions, Training Records, and Yearly Review Reports	Code of Practice for the Environmental Management of Road Salts, under the Canadian Environmental Protection Act, 1999, Canada Gazette, Vol. 138, No. 14, ss. 7, 15.(b) to (d)	7 years	<p>Salt management plan</p> <p>An organization that meets the criteria of section 5 should prepare and implement a salt management plan that contains best management practices to protect the environment from the negative impacts of road salts. The management plan should cover all activities which may result in release of road salts to the environment, such as salt storage, application of salts on roads, and disposal of snow containing road salts.</p> <p>.....</p> <p>Record-keeping and reporting...</p> <p>(b) keep records of all data reported, copies of the salt management plan, plan revisions, training records, and any yearly review reports, including those that contain corrective action</p> <p>(c) retain the information referred to in paragraph (b) for seven years; and</p> <p>(d) make the information referred to in paragraph (b) available to the Minister of the Environment upon request.</p>
g140 Petroleum Storage Tank Systems use and maintenance 7 years		FOG-Ev.Pr.-27 — (Federal) Storage Tank System Owners / Operators — Free Oil Removal Quantities, Disposal Methods and Location Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 36, 46.(1)	5 years	<p>36.(1) If the owner or operator of a storage tank system uses an oil–water separator in the operation of the system, the operator must ensure that the oil–water separator’s free oil layer is removed</p> <p>(a) continuously by an automatic skimmer; or</p> <p>(b) in a manner such that the thickness of the layer does not exceed 50 mm.</p> <p>(2) The owner or operator must ensure that disposal of the free oil removed occurs in a manner such that there will be no immediate or long–term harmful effect on the environment and the disposal will not constitute a danger to human life or health, and must keep a record of the quantity disposed of, the disposal method and the place where the free oil was disposed of.</p>

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					<p>.....</p> <p>46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.</p>
		FOG-Ev.Pr.-28 — (Federal) Storage Tank System Owners / Operators — Separated Solids Removal Quantities, Disposal Methods and Location Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 37, 46.(1)	5 years	<p>37.(1) If the owner or operator of a storage tank system uses an oil–water separator in the operation of the system, the operator must ensure that the oil–water separator's separated solids layer is removed</p> <p>(a) by an automatic removal device; or</p> <p>(b) in a manner such that the thickness of the layer does not exceed 150 mm.</p> <p>(2) The owner or operator must ensure that disposal of the separated solids removed occurs in a manner such that there will be no immediate or long–term harmful effect on the environment and the disposal will not constitute a danger to human life or health, and must keep a record of the quantity disposed of, the disposal method and the place where the separated solids were disposed of.</p> <p>.....</p> <p>46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.</p>
		FOG-Ev.Pr.-29 — (Federal) Storage Tank System Owners / Operators — Tank Bottom Water Removal Quantities, Date of Disposal, Disposal	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 40, 46.(1)	5 years	<p>40.(1) The owner or operator of a storage tank system must ensure that disposal of water that accumulates in the bottom of any tank of the system occurs in a manner such that there will be no immediate or long–term harmful effect on the environment and the disposal will not constitute a danger to human life or health.</p> <p>(2) The owner or operator of the storage tank system must keep a record of the quantity of any tank bottom water removed, the date of its removal, the name and address of the individual and, if applicable, the company removing it, the disposal method and the place where it was disposed of.</p> <p>.....</p>

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
		Individuals or Companies and Disposal Location Records			46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.
		FOG-Ev.Pr.-30 — (Federal) Storage Tank System Owners / Operators — Temporarily Removed System or Component Date Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 43, 46.(1)	5 years	<p>43. The owner or operator of a storage tank system that temporarily withdraws the system or any component of it from service must keep a record of the date on which they withdrew the system or component from service and must ensure that</p> <p>(a) if the system is equipped with a cathodic protection system, the cathodic protection system is maintained and operated during the withdrawal;</p> <p>(b) if the system has either underground tanks, other than vertically-oriented underground tanks, or shop-fabricated aboveground tanks and the system or its component has been out of service for more than one year, those tanks are tested for leaks using a tank precision leak detection test in accordance with section 21 before the system or component is returned to service;</p> <p>(c) if the system has field-erected aboveground tanks or vertically-oriented underground tanks and the system or its component has been out of service for more than one year, an inspection of the floor of those tanks using one of the following testing methods, namely, ultrasonic, magnetic particle, videographic or vacuum, is performed before the system or component is returned to service; and</p> <p>(d) a label is affixed to the system's fill pipe stating that the system is temporarily out of service.</p> <p>.....</p> <p>46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.</p>
		FOG-Ev.Pr.-41 — Monthly Gain	Environmental Code of Practice for	7 years; on-site; or computerized records	8.3.2(3) The computation of any gain or loss of product shall be recorded and included with a monthly summary of cumulative losses or gains of

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
		or Loss of Product / Inventory Control and Reconciliation Records	Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, ss. 8.3.2.(3), 8.3.3, 8.11.1.(1)(a), (2), (3)	off-site if jurisdiction allows	product. 8.3.3 Inventory control and reconciliation records shall be kept in a manner and format as prescribed by the authority having jurisdiction. 8.11.1(1) The owner of a storage tank system shall maintain records for at least seven years of all: (a) inventory control and reconciliation as required by section 8.3; (2) Subject to sentence (3), the owner of a storage tank system shall maintain records required by this Code on-site. (3) The authority having jurisdiction may allow computerized records to be stored off-site.
		FOG-Ev.Pr.-44 — Storage Tank System Owners — Inspections and Maintenance Records	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, ss. 8.4.1.(2) to (4), 8.4.3, 8.11.1.(b), (2), (3)	7 years; on-site; but computerized records may be off-site if jurisdiction allows	8.4.1(2) Visual inspection of a storage tank facility to ensure that there has not been a leak or deterioration of the facility that could result in a leak shall be conducted and documented either: (a) each day the facility is in operation; or (b) at a frequency specified by the authority having jurisdiction. (See Appendix B, note B.8.4.1.(2)(b)) (3) Visual inspection of a storage tank facility to ensure that there has not been a leak or equipment failure shall be conducted weekly and documented for: (a) foundations, tank walls, roof, and tank attachments; (b) dyke capacity, condition of the dyke wall and floor, and water removal systems; (c) pumps and product-handling equipment; (d) tank gauging equipment; (e) mechanical and automatic electronic leak detection equipment; (f) dispenser sumps and spill containment devices; and (g) overfill protection devices. (4) Inspection and performance testing in conformance with the

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					<p>manufacturer's requirements and procedures to ensure satisfactory equipment performance and operation of a storage tank facility shall be conducted annually and documented by a company or individual that is authorized by the authority having jurisdiction for:</p> <ul style="list-style-type: none"> (a) automatic tank gauges and monitoring systems; (b) high-technology sensors; (c) electronic or mechanical leak detection equipment; (d) corrosion protection equipment; (e) pressurized piping emergency valves; (f) emergency shut-down devices; (g) containment sumps including dispenser, turbine and transition containment devices; and (h) overfill protection devices. <p>.....</p> <p>8.4.3 Any deficiencies in a storage tank system identified as a result of the inspections specified in this section shall be documented and corrected to be in conformance with this Code by a company or individual that is authorized by the authority having jurisdiction.</p> <p>.....</p> <p>8.11.1(1) The owner of a storage tank system shall maintain records for at least seven years of all: . . .</p> <ul style="list-style-type: none"> (b) inspections and maintenance as required by section 8.4; <p>.....</p> <ul style="list-style-type: none"> (2) Subject to sentence (3), the owner of a storage tank system shall maintain records required by this Code on-site. (3) The authority having jurisdiction may allow computerized records to be stored off-site.
		FOG-Ev.Pr.-45 — Storage Tank System Owners — Cathodic Protection Monitoring / Precision Leak	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum	7 years; on-site; but computerized records may be off-site if jurisdiction allows	<p>8.11.1(1) The owner of a storage tank system shall maintain records for at least seven years of all: . . .</p> <ul style="list-style-type: none"> (c) cathodic protection monitoring as required by section 8.6; (e) precision leak detection tests as required by section 8.10; (f) maintenance and repairs; (g) monitoring well results; (h) construction, alterations, or upgrades;

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
		Detection Tests / Maintenance and Repairs / Well Monitoring Results / Construction / Drawings / Excavation Records	Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003, Reference Number 1326, ss. 8.11.1.(c) to (j), (2), (3)		(i) as-built drawings; and (j) excavation or nearby construction that could affect the integrity of the storage tank system. (2) Subject to sentence (3), the owner of a storage tank system shall maintain records required by this Code on-site. (3) The authority having jurisdiction may allow computerized records to be stored off-site.
		FOG-Ev.Pr.-26 — (Federal) Storage Tank System Owners / Operators — Tank Leak, Spills, Free Oil Layer and Separated Solid Layers Measurements	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 35.(2), 34, 46.(1); as am. SOR/2017-110, s. 34	5 years	35.(2) If the owner or operator becomes aware of a leak in the storage tank system or a release in liquid form in the environment, they must, without delay, measure the thickness of the free oil layer and the separated solids layer in the oil-water separator and keep a record of that measurement. 46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.
		FOG-Ev.Pr.-57 — Service Stations — Volumes of Gasoline Loaded Records	Environmental Code of Practice for Vapour Recovery in Gasoline Distribution Networks, (Canadian Council of Ministers for the Environment), under the Canadian Environmental Protection Act, 1999, March 1991, CCME-EPC/TRE-30E, ss. 5.4.1, 5.4.2	3 years	5.4.1 The record keeping format should be standardized to facilitate implementation and provide consistency for any user or regulatory agency. All forms shall meet the requirements of the jurisdiction having authority. A sample record keeping form is included in Appendix F. 5.4.2 All service stations shall keep records of volumes of gasoline loaded for a minimum of three years, and provide supporting documentation for review by the authority having jurisdiction, on request.

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
g141 Petroleum Storage Tanks Installation, Inspection and Removal until system removed + 5 years		FMV-Ev.Pr.-45 — Service Stations and Other Gasoline Dispensing Facilities (Stage 2) — Daily Volume Throughputs and Stage II Vapour Control Equipment Downtime, Repair, Maintenance, Inspection and Training Records	Environmental Code of Practice for Vapor Recovery During Vehicle Refueling at Service Stations and Other Gasoline Dispensing Facilities (Stage 2), under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC 88E, April 1995, ss. 10, 10.1, 10.2, 10.3, 10.4.(a), (b), 10.5 to 10.7	2 years; at service station	10.1. Records should be kept in a manner which facilities review and meets the requirements of the authority having jurisdiction. 10.2. Unless authorized by the authority having jurisdiction, record shall be kept at the service station for two years. 10.3. Records not kept at the service station shall be made available within 72 hours of a request by the authority having jurisdiction. 10.4. All service stations shall keep records of (a) daily volume throughputs for a minimum of two years, (b) Stage II vapour control equipment downtime, repair, maintenance, inspections and training for a minimum of two years, 10.5. The authority having jurisdiction shall have access to records as required by subsection 10.4, as well as to all supporting documentation. 10.6. The authority having jurisdiction may require the owner or operator to submit regular reports summarizing the records required by 10.4. 10.7. When the ownership of a service station is transferred, all records related to the Stage II vapour recovery system should be transferred to the new owner.
		FMV-Ev.Pr.-46 — Service Stations and Other Gasoline Dispensing Facilities (Stage 2) — Stage II Vapour Recovery System Commissioning Inspection and Testing Records	Environmental Code of Practice for Vapor Recovery During Vehicle Refueling at Service Stations and Other Gasoline Dispensing Facilities (Stage 2), under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC 88E, April 1995, ss. 10, 10.1, 10.2,	Event = Life of system; 2 years at service station	10.1. Records should be kept in a manner which facilities review and meets the requirements of the authority having jurisdiction. 10.2. Unless authorized by the authority having jurisdiction, record shall be kept at the service station for two years. 10.3. Records not kept at the service station shall be made available within 72 hours of a request by the authority having jurisdiction. 10.4. All service stations shall keep records of . . . (c) the Stage II vapour recovery system commissioning inspection and testing, for the life of the vapour recovery system, and 10.5. The authority having jurisdiction shall have access to records as required by subsection 10.4, as well as to all supporting documentation. 10.6. The authority having jurisdiction may require the owner or operator to submit regular reports summarizing the records required by 10.4. 10.7. When the ownership of a service station is transferred, all records

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			10.3, 10.4.(c), 10.5 to 10.7		related to the Stage II vapour recovery system should be transferred to the new owner.
		FOG-Ev.Pr.-22 — (Federal) Owners / Operators of Storage Tank Systems — Inspection and Test Records / Corrosion Analysis Program Components Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, s. 27; as am. SOR/2012-99, s. 24; s. 46.(2)(a)(ii)	Event = Until system removed	<p>27. The owner or operator of a storage tank system that has tested or inspected any component of the system for leaks under sections 16 to 26 must keep a record that includes the following information:</p> <ul style="list-style-type: none"> (a) the test or inspection date; (b) the storage tank system identification number; (c) the allied petroleum product or the type of petroleum product stored in the system; (d) the test or inspection results; (e) the testing method; (f) the name and address of the individual and, if applicable, the company that performed the test or inspection; and (g) the components of the corrosion analysis program referred to in subparagraph 23.(1)(a)(ii). <p>.....</p> <p>46.(2) The owner or operator of a storage tank system must keep the following records and documents until the system is removed:</p> <ul style="list-style-type: none"> (a) the record referred to in section 27 . . . (ii) that includes the information referred to in paragraph 27.(g);
		FOG-Ev.Pr.-25 — (Federal) Storage Tank System Owners / Operators — Installation Records / Design Plans, Drawings, As- Built Drawings	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 33.(2), 34, 46.(2)(b)	Event = Until system removed	<p>33.(2) The owner or operator must keep a record establishing that the storage tank system was installed by an approved person or that the installation was supervised by a professional engineer.</p> <p>34.(1) For the installation of any storage tank system, the owner of the system must use design plans, drawings and specifications of the system that bear the stamp and signature of a professional engineer.</p> <p>(2) Upon the installation and before the first transfer of any petroleum products or allied petroleum products into any tank of the storage tank system, the owner of the system must ensure that as-built drawings are prepared, bear the stamp and signature of a professional engineer and show</p> <ul style="list-style-type: none"> (a) the outline of all tanks; (b) the centreline of all piping; (c) the centreline of all underground electrical power and monitor sensor

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					<p>conduits; (d) the building foundation outlines; (e) the property lines; and (f) the secondary containment systems.</p> <p>.....</p> <p>46.(2) The owner or operator of a storage tank system must keep the following records and documents until the system is removed: . . . (b) the record referred to in ss. 33.(2) and the documents referred to in s. 34.</p>
		FOG-Ev.Pr.-31 — (Federal) Storage Tank System Owners / Operators — Permanently Removed System or Component Date and Approved Person Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 44.(2), 46.(1)	5 years	<p>44.(2) The owner or operator must keep a record that includes the date on which they withdrew the system or component from service and that establishes that the storage tank system or component was withdrawn by an approved person or that the withdrawal was supervised by a professional engineer.</p> <p>.....</p> <p>46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.</p>
		FOG-Ev.Pr.-32 — (Federal) Storage Tank System Owners / Operators — Permanent Removal of Storage Tank Systems by Approved Person Records	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 45.(2), 46.(1)	5 years	<p>45.(2) The owner must keep a record establishing that the storage tank system or the component was removed by an approved person or that the removal was supervised by a professional engineer.</p> <p>.....</p> <p>46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.</p>
		FOG-Ev.Pr.-21 — (Federal)	Storage Tank Systems for Petroleum Products	Event = Until system removed	22.(5) If, within eight years before June 12, 2008, the owner or operator has inspected the vertical aboveground tanks without secondary containment

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		Owner/Operators — Vertical Aboveground Tanks Without Secondary Containment Inspection Records	and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-197, ss. 22.(5), (6), 46.(2)(a)(i)		<p>in accordance with the version of API Standard 653, Tank Inspection, Repair, Alteration, and Reconstruction that existed at the time of the inspection, they must perform a new inspection in accordance with subsection (2) at least every ten years after the day on which that inspection was performed.</p> <p>(6) If, within eight years before June 12, 2008, the owner or operator has inspected the floor of the vertical aboveground tanks without secondary containment as set out in subsection (3), they must perform a new inspection in accordance with that subsection at least every ten years after the day on which that inspection was performed.</p> <p>.....</p> <p>46.(2) The owner or operator of a storage tank system must keep the following records and documents until the system is removed:</p> <p>(a) the record referred to in section 27</p> <p>(i) in respect of an inspection performed under section 22,</p>
		FMV-Ev.Pr.-47 — Service Stations and Other Gasoline Dispensing Facilities (Stage 2) — Inspection Reports and Compliance Documents / Warnings and Notices of Violations Records	Environmental Code of Practice for Vapor Recovery During Vehicle Refueling at Service Stations and Other Gasoline Dispensing Facilities (Stage 2), under the Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, No. CCME-EPC 88E, April 1995, ss. 10, 10.1, 10.2, 10.3, 10.4.(d), 10.5 to 10.7	Event = Life of service station; 2 years at service station	<p>10.1. Records should be kept in a manner which facilities review and meets the requirements of the authority having jurisdiction.</p> <p>10.2. Unless otherwise authorized by the authority having jurisdiction, record shall be kept at the service station for two years.</p> <p>10.3. Records not kept at the service station shall be made available within 72 hours of a request by the authority having jurisdiction.</p> <p>10.4. All service stations shall keep records of . . .</p> <p>(d) all inspection reports and compliance documents (including warnings and notices of violations) issued by the authority having jurisdiction, for the life of the service station.</p> <p>10.5. The authority having jurisdiction shall have access to records as required by subsection 10.4, as well as to all supporting documentation.</p> <p>10.6. The authority having jurisdiction may require the owner or operator to submit regular reports summarizing the records required by 10.4.</p> <p>10.7. When the ownership of a service station is transferred, all records related to the Stage II vapour recovery system should be transferred to the new owner.</p>

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
g142 Halocarbon and Fluorocarbon Use and Storage date prepared or submitted + 5 years		FENV-Ev.Pr.-76 — Owners — Permanent withdrawal from use	Federal Halocarbon Regulations, 2022, under the Canadian Environmental Protection Act, 1999, SOR/2022-110, ss. 16(1), 26(1)	Event + 5 years (five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.)	16 (1) The certified person who permanently withdraws from use an air-conditioning system or refrigeration system, and the responsible person who permanently with draws from use a solvent system, fire-extinguishing system or container, must first: (a) recover all halocarbon contained in the system or container into a container designed to contain that specific type of halocarbon; and (b) affix a notice to the system or container containing the information set out in Part 2 of Schedule 2. 26(1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.
		FENV-Ev.Pr.-77 — Activity log – small system	Federal Halocarbon Regulations, 2022, under the Canadian Environmental Protection Act, 1999, SOR/2022-110, ss. 23(2), 26(1)	Event + 5 years (five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.)	23 (2) The responsible person in respect of a small air-conditioning system or refrigeration system, or a solvent system, fire-extinguishing system or container that contains or is designed to contain 10 kg or less of halocarbon, must maintain an activity log containing the information set out in Part 5 of Schedule 2 in which an entry is recorded for each time the system or container is serviced. 26 (1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.
		FENV-Ev.Pr.-78 — Refrigeration, Air–	Federal Halocarbon Regulations, 2022, under the Canadian Environmental	Event + 5 years (five years after the day on which they are prepared or submitted,	23(2)The responsible person in respect of a small air-conditioning system or refrigeration system, or a solvent system, fire-extinguishing system or container that contains or is designed to contain 10 kg or less of halocarbon, must maintain an activity log containing the information set

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		Conditioning or Fire— Extinguishing System Owners — Reports – release of 100kg or more	Protection Act, 1999, SOR/2022-110, ss. 23(2), 24, 26(1)	and must provide them to the Minister on request.)	<p>out in Part 5 of Schedule 2 in which an entry is recorded for each time the system or container is serviced.</p> <p>.....</p> <p>(24) In the event of a release of 100 kg or more of halocarbon from an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container, the owner of the system or container must submit the following reports to the Minister, within the applicable period:</p> <p>(a) within 24 hours after the release is detected, a verbal report or a report in a paper format or in an electronic format compatible with that used by the Minister containing the information set out in Part 6 of Schedule 2; and</p> <p>(b) within 30 days after the release is detected, a report in a paper format or in an electronic format compatible with that used by the Minister, containing the information set out in Part 7 of Schedule 2.</p> <p>.....</p> <p>26(1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.</p>
		FENV-Ev.Pr.-79 — Owners — Halocarbon Records Retention	Federal Halocarbon Regulations, 2022, under the Canadian Environmental Protection Act, 1999, SOR/2022-110, ss. 26(1)	Event + 5 years (five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.)	<p>26 (1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.</p> <p>(2) The owner must retain at their principal place of business in Canada a copy of the documents for each system or container that is located in a means of transportation, on a site to which access is limited for at least four</p>

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					<p>months in a year or on a site where the owner is not present regularly, and must provide them to the Minister on request.</p> <p>(3) Documents referred to in subsection (1) or (2) may be retained in electronic format compatible with that used by the Minister.</p>
		FENV-Ev.Pr.-80 — Owners of Fire Extinguishing Systems — Halocarbon Charging Records	Federal Halocarbon Regulations, 2022, under the Canadian Environmental Protection Act, 1999, SOR/2022-110, ss. 13, 26(1)	Event + 5 years (five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.)	<p>13 A person must not charge a fire-extinguishing system with a halocarbon listed in any of items 1 to 9 of Schedule 1 unless</p> <p>(a) the charge replaces a halocarbon that is recovered to service the system and the charge does not result in a net gain in the amount of halocarbon contained in the system;</p> <p>(b) the system is for use in a military vehicle;</p> <p>(c) the system is for use in a civilian aircraft; or</p> <p>(d) the person is authorized to charge the system by a permit issued under subsection 20(2).</p> <p>.....</p> <p>26 (1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.</p> <p>(2) The owner must retain at their principal place of business in Canada a copy of the documents for each system or container that is located in a means of transportation, on a site to which access is limited for at least four months in a year or on a site where the owner is not present regularly, and must provide them to the Minister on request.</p>
		FENV-Ev.Pr.-88 — Refrigeration/Air Conditioning	Federal Halocarbon Regulations, 2022, under the Canadian Environmental	Event + 5 years (five years after the day on which they are prepared or submitted,	17 The certified person in respect of a large air-conditioning system or refrigeration system, and the responsible person in respect of a fire-extinguishing system or container that contains or is designed to contain more than 10 kg of halocarbon, must conduct a leak test of its components

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		System Leak Tests	Protection Act, 1999, SOR/2022-110, ss. 17, 26(1)	and must provide them to the Minister on request.)	<p>that contain a halocarbon at least once every calendar year and no more than 15 months since the previous test.</p> <p>26 (1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.</p> <p>(2) The owner must retain at their principal place of business in Canada a copy of the documents for each system or container that is located in a means of transportation, on a site to which access is limited for at least four months in a year or on a site where the owner is not present regularly, and must provide them to the Minister on request.</p>
		FENV-Ev.Pr.-89 — Chiller Owners — Charge Notices	Federal Halocarbon Regulations, 2022, under the Canadian Environmental Protection Act, 1999, SOR/2022-110, ss. 11 (2), 26(1)	Event + 5 years (five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.)	<p>11 (2) If a system is charged under the circumstances described in subsection (1),</p> <p>(a) the person who charged it must immediately notify the owner; and</p> <p>(b) the owner must, within seven days after being notified, submit a report to the Minister in a paper format or in an electronic format compatible with that used by the Minister, containing the information set out in Part 1 of Schedule 2.</p> <p>.....</p> <p>26 (1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.</p> <p>(2) The owner must retain at their principal place of business in Canada a copy of the documents for each system or container that is located in a</p>

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					means of transportation, on a site to which access is limited for at least four months in a year or on a site where the owner is not present regularly, and must provide them to the Minister on request.
		FENV-Ev.Pr.-90 — Fire Extinguishing System Charges	Federal Halocarbon Regulations, 2022, under the Canadian Environmental Protection Act, 1999, SOR/2022-110, ss. 13, 26(1)	Event + 5 years (five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.)	<p>13 A person must not charge a fire-extinguishing system with a halocarbon listed in any of items 1 to 9 of Schedule 1 unless</p> <p>(a) the charge replaces a halocarbon that is recovered to service the system and the charge does not result in a net gain in the amount of halocarbon contained in the system;</p> <p>(b) the system is for use in a military vehicle;</p> <p>(c) the system is for use in a civilian aircraft; or (d) the person is authorized to charge the system by a permit issued under subsection 20(2).</p> <p>.....</p> <p>26 (1) The owner of an air-conditioning system or refrigeration system, solvent system, fire-extinguishing system or container must retain on the site where the system or container is located all documents or copies of those documents required under these Regulations for a period of at least five years after the day on which they are prepared or submitted, and must provide them to the Minister on request.</p> <p>(2) The owner must retain at their principal place of business in Canada a copy of the documents for each system or container that is located in a means of transportation, on a site to which access is limited for at least four months in a year or on a site where the owner is not present regularly, and must provide them to the Minister on request.</p>
g143 PCB Use and Storage 5 years		FENV-Ev.Pr.-101 — PCB Storage Site Owners / Operators — Manufacture, Processing, Use, Sale, Storage, Import or	PCB Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-273, ss. 28(1)(d), 45; s. 43; as am. SOR/2011-301, s. 7	5 years; at principal place of business in Canada and at storage site	<p>43. The following persons shall maintain records containing information and documents that demonstrate that they manufacture, process, use, sell, offer for sale, store, import or export PCBs or products containing PCBs in accordance with the Act and these Regulations:</p> <p>(a) the owner of PCBs or products containing PCBs;</p> <p>(b) the person who is engaged in any of these activities; and</p> <p>(c) the owner or operator of a PCB storage site.</p> <p>.....</p> <p>45. The person who is required to maintain a record under sections 43 and</p>

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		Export of PCBs Records			44 shall retain it at their principal place of business in Canada or at the place where they conduct the activity for at least five years (a) after the destruction of the PCBs or the products containing PCBs that are the subject of the record, in the case of the owner of PCBs or products containing PCBs or the owner or operator of the PCB storage site where the PCBs or products containing PCBs are stored; or (b) after the completion of an activity referred to in section 43, in the case of the person who is engaged in that activity.
		FENV-Ev.Pr.-100 — PCB Storage Site Owners /Operators / Transfer Site Owners, Manufacturers, Exporters or Importers of Colouring Pigment or PCB's — PCB / PCB Release Reports	PCB Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-273, ss. 33 to 38, 40(1), 41; as am. SOR/2010-57, ss. 14 to 17; as am. SOR/2014- 75, s. 7	Event + 5 years (Event = End of year information provided; at person's principal place of business in Canada)	41. Any person who is required to submit a report under these Regulations shall keep a copy of the report at their principal place of business in Canada for at least five years after the day on which the report is submitted. 33.(1) The owner of the equipment referred to in paragraph 16(1)(a) or subparagraph 16(1)(b)(i), — other than the equipment for which an extension is granted by the Minister in accordance with section 17 and the equipment referred to in subsection 16(2) or (2.1) — or of the liquids referred to in subsection 15(2) shall prepare a report that is current to December 31 of each calendar year in which the person owns the equipment or the liquids and that contains the following information: (a) the name, civic and mailing addresses, telephone number, fax number, if any, and email address, if any, of the owner and any person authorized to act on the owner's behalf; (b) for each piece of equipment, the civic addresses of the facilities where the equipment and liquids are located or, if there is no civic address, their location using the owner's site identification system; (c) for each piece of equipment, the quantity of liquids containing PCBs in the equipment and of liquids, expressed in litres, the quantity of solids containing PCBs in the equipment, expressed in kilograms, and the concentration of PCBs in the liquids and solids, expressed in mg/kg, (i) that are in use on December 31, (ii) that are stored on December 31 at the person's PCB storage site, (iii) that are sent, in that calendar year, to an authorized facility that is a transfer site, (iv) that are sent, in that calendar year, to an authorized facility that is

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					<p>authorized to destroy them, or</p> <p>(v) that are destroyed in that calendar year; and</p> <p>(d) a certification that the information is accurate and complete and that is dated and signed by the owner or by a person authorized to act on the owner's behalf.</p> <p>(2) The owner of the equipment referred to in paragraph 16(1)(a) or subparagraph 16(1)(b)(i) — other than the equipment referred to in subsection 16(2) or (2.1) — or of the liquids referred to in subsection 15(2) for which an extension is granted by the Minister in accordance with section 17 shall prepare a report that is current to December 31 of each calendar year in which the person owns the equipment or the liquids and that contains the following information for each piece of equipment or container of liquid:</p> <p>(a) the information required under paragraphs (1)(a) and (d);</p> <p>(b) the unique identification number that is on the label referred to in paragraph 29.(4)(c);</p> <p>(c) the civic address, function and technical description of the facility where the equipment or container of liquid is located or, if there is no civic address, its location using the owner's site identification system;</p> <p>(d) the progress on the plan's implementation and the timelines for ending the use of the equipment;</p> <p>(e) the measures taken to minimize or eliminate any harmful effect of the PCBs in the equipment on the environment and on human health; and</p> <p>(f) the findings of the inspections of the equipment.</p> <p>(3) The owner of the equipment referred to in subparagraph 16(1)(b)(ii) and subsection 16(2) shall prepare a report that is current to December 31 of each calendar year in which the person owns the equipment and that contains the following information:</p> <p>(a) the information required under paragraphs (1)(a) and (d);</p> <p>(a.1) the civic addresses of the facilities where the equipment and liquids are located or, if there is no civic address, their location using the owner's site identification system; and</p> <p>(b) the quantity of liquids containing PCBs in the equipment, expressed in litres, the quantity of solids containing PCBs in the equipment, expressed in</p>

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					<p>kilograms, and the concentration of PCBs in the liquids and the solids, expressed in mg/kg,</p> <p>(i) that are stored on December 31 at the person's PCB storage site,</p> <p>(ii) that are sent, in that calendar year, to an authorized facility that is a transfer site,</p> <p>(iii) that are sent, in that calendar year, to an authorized facility that is authorized to destroy them, or</p> <p>(iv) that are destroyed in that calendar year.</p> <p>(4) The owner of the equipment referred to in subsection 16(2.1) shall prepare a report that is current to December 31 of each calendar year in which the person owns the equipment and that contains the following information:</p> <p>(a) the information required under paragraphs (1)(a), (b) and (d); and</p> <p>(b) for each piece of equipment, the quantity of liquids containing PCBs in the equipment, expressed in litres, the quantity of solids containing PCBs in the equipment, expressed in kilograms, and the concentration of PCBs in the liquids and the solids, expressed in mg/kg,</p> <p>(i) that are in use on December 31,</p> <p>(ii) that are stored on December 31 at the person's PCB storage site,</p> <p>(iii) that are sent, in that calendar year, to an authorized facility that is a transfer site,</p> <p>(iv) that are sent, in that calendar year, to an authorized facility that is authorized to destroy them, or</p> <p>(v) that are destroyed in that calendar year.</p> <p>34. The person who offers for sale, sells, processes or uses PCBs or products containing PCBs for the purpose of research in accordance with section 8 shall prepare a report that is current to December 31 in each calendar year in which the person offers for sale, sells, processes or uses those PCBs or products and that contains the following information:</p> <p>(a) the name, civic and mailing addresses, telephone number, fax number, if any, and e-mail address, if any, of the person and of any person authorized to act on that person's behalf;</p> <p>(b) an indication of whether the person offers for sale, sells, processes or uses the PCBs or products;</p>

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					<p>(c) the quantity of the PCBs or of the products containing PCBs that are offered for sale, sold, processed or used in that calendar year; and</p> <p>(d) a certification that the information is accurate and complete and that is dated and signed by the person or by a person authorized to act on their behalf.</p> <p>35. The person who manufactures, exports or imports colouring pigment in accordance with section 11 shall prepare a report that is current to December 31 in each calendar year in which the person manufactures, imports or exports the colouring pigment and that contains the following information:</p> <p>(a) the name, civic and mailing addresses, telephone number, fax number, if any, and e-mail address, if any, of the person and of any person authorized to act on that person's behalf;</p> <p>(b) an indication of whether the person manufactures, exports or imports colouring pigment;</p> <p>(c) the quantity of colouring pigment, expressed in kilograms, the maximum concentration of PCBs in the colouring pigment, expressed in mg/kg, and the average annual concentration of PCBs in the colouring pigment, expressed in mg/kg, that is manufactured, imported or exported in that calendar year;</p> <p>(d) in the case of importing, the name, telephone number and civic and mailing addresses of the person from whom the colouring pigment is imported and, in the case of exporting, the name, telephone number and civic and mailing addresses of the person to whom the colouring pigment is exported; and</p> <p>(e) a certification that the information is accurate and complete and that is dated and signed by the person or by a person authorized to act on their behalf.</p> <p>36. The person who manufactures solid products containing PCBs in accordance with section 13 shall prepare a report that is current to December 31 in each calendar year in which the person manufactures the products and that contains the following information:</p> <p>(a) the name, civic and mailing addresses, telephone number, fax number, if any, and e-mail address, if any, of the person and of any person</p>

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					<p>authorized to act on that person's behalf;</p> <p>(b) the quantity of solid products manufactured in that calendar year, expressed in kilograms, and the maximum concentration and average concentration of PCBs in the solid products, expressed in mg/kg, for that calendar year;</p> <p>(c) the name, telephone number and civic and mailing addresses of the person to whom the manufacturer sells the products; and</p> <p>(d) a certification that the information is accurate and complete and that is dated and signed by the person or by a person authorized to act on their behalf.</p> <p>37. The person who owns and stores PCBs or products containing PCBs in a concentration of 50 mg/kg or more, other than the equipment and liquids referred to in section 33, and the owner of a facility who stores PCBs or products containing PCBs in a concentration of 50 mg/kg or more, other than the person referred to in section 38, shall each prepare a report that is current to December 31 in each calendar year in which the person stores the PCBs or products at their PCB storage site and that contains the following information:</p> <p>(a) the name, civic and mailing addresses, telephone number, fax number, if any, and e-mail address, if any, of the owner and of any person authorized to act on the owner's behalf;</p> <p>(b) the civic addresses of the PCB storage sites where the PCBs or products are located, or if there is no civic address, their location using the owner's site identification system;</p> <p>(c) the quantity of liquids containing PCBs in the products, expressed in litres, and the quantity of solids containing PCBs in the products, expressed in kilograms, and the concentration of PCBs in the liquids and the solids, expressed in mg/kg</p> <p>(i) that are stored on December 31 at the person's PCB storage site,</p> <p>(ii) that are sent, in that calendar year, to an authorized facility that is a transfer site,</p> <p>(iii) that are sent, in that calendar year, to an authorized facility that is authorized to destroy them, or</p> <p>(iv) that are destroyed in that calendar year; and</p>

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					<p>(d) a certification that the information is accurate and complete and that is dated and signed by the owner of the PCBs or products containing PCBs or by a person authorized to act on the owner's behalf.</p> <p>38. The owner of an authorized facility that is a transfer site or that is authorized to destroy PCBs or products containing PCBs and who stores them at their PCB storage site, other than the owner referred to in section 37, shall prepare a report that is current to December 31 in each calendar year and that contains the following information:</p> <p>(a) the name, civic and mailing addresses, telephone number, fax number, if any, and e-mail address, if any, of the owner and of any person authorized to act on the owner's behalf;</p> <p>(b) the civic addresses of the sites where the PCBs or products containing PCBs are stored, or if there is no civic address, the location of the sites using the owner's site identification system;</p> <p>(c) the quantity of liquids containing PCBs in the products, expressed in litres, or the quantity of solids containing PCBs in the products, expressed in kilograms, and the concentration of the PCBs in the liquids and the solids, expressed in mg/kg</p> <p>(i) that are stored on December 31 at the owner's PCB storage site,</p> <p>(ii) that are sent, in that calendar year, to an authorized facility that is a transfer site,</p> <p>(iii) that are sent, in that calendar year, to an authorized facility that is authorized to destroy them, or</p> <p>(iv) that are destroyed in that calendar year; and</p> <p>(d) a certification that the information is accurate and complete and that is dated and signed by the owner of the authorized facility or by a person authorized to act on the owner's behalf.</p> <p>.....</p> <p>40.(1) For the purposes of paragraph 95(1)(a) of the Act, where there occurs or is a likelihood of a release into the environment of PCBs in contravention of section 5, the person who is designated to be provided with a written report is the Regional Director, Environmental Enforcement Division, Enforcement Branch of the Department of the Environment in the region where the release occurs or is likely to occur.</p>

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		FENV-Ev.Pr.-102 — PCB Storage Site Owner Operators — PCB Inspection Records	PCB Regulations, under the Canadian Environmental Protection Act, 1999, SOR/2008-273, ss. 28(1)(d), 44, 45	5 years; at principal place of business in Canada and at storage sites	<p>28.(1) The owner or operator of a PCB storage site shall . . .</p> <p>(d) keep a copy of the records referred to in sections 43 and 44 at the PCB storage site and make a copy readily available to the local fire department and, if there is no local fire department, to the local officer appointed by the provincial Fire Marshall or to any other local authority responsible for fire protection;</p> <p>.....</p> <p>44.(1) The owner or operator of a PCB storage site shall maintain a record of all inspections conducted at the PCB storage site under paragraph 27(a)</p> <p>(a) listing all items that are inspected;</p> <p>(b) describing any deficiency found;</p> <p>(c) setting out the measures taken to remedy the deficiency; and</p> <p>(d) specifying the dates of the inspections and the names of the inspectors.</p> <p>(2) The owner of equipment for which an extension of the end-of-use date is applied under section 17 shall maintain a record of all inspections conducted on the equipment that contains the information set out in paragraphs (1)(a) to (d).</p> <p>45. The person who is required to maintain a record under sections 43 and 44 shall retain it at their principal place of business in Canada or at the place where they conduct the activity for at least five years</p> <p>(a) after the destruction of the PCBs or the products containing PCBs that are the subject of the record, in the case of the owner of PCBs or products containing PCBs or the owner or operator of the PCB storage site where the PCBs or products containing PCBs are stored; or</p> <p>(b) after the completion of an activity referred to in section 43, in the case of the person who is engaged in that activity.</p>
g144 Environmental Protection Plans expired + 5 years		FENV-Ev.Pr.-106 — E2 Plan Annual Testing Records	Implementation Guidelines for the Environmental Emergency Regulations 2011, under the Canadian Environmental Protection Act, 1999,	5 years	5.3 The E2 Regulations require that you update and test your E2 plan at least once each calendar year. You are required to keep a record of the results of these annual updates and tests with the plan at a location that is readily available to those involved with the response efforts for a period of at least five years beginning on the day the record is made.

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			Minister of the Environment, 2011, s. 5.3 par. 1		
		FENV-Ev.Pr.-37 — Environmental Emergency Plans and Record of Results from Annual Updates/Tests	Environmental Emergency Regulations 2019, under the Canadian Environmental Protection Act, 1999, SOR/2003-307, ss 9, sch 3	5 years	<p>9. A responsible person must, within five years after the day on which the environmental emergency plan is brought into effect under section 6, submit a notice to the Minister containing the information referred to in Schedule 5 concerning the simulation exercises conducted in relation to an environmental emergency plan.</p> <p>...</p> <p>Schedule 3 (Section 5)</p> <p>1 The following information respecting the facility: (a) its name; (b) its civic address or, if it does not have a civic address, a description of its location; (c) the latitude and longitude of the main entrance of the facility, expressed in decimal degrees to five decimal places; and (d) the name, position title, email address, telephone number and fax number of the responsible person and those of the primary and alternate contact persons. 2 (1) If the environmental emergency plan is based on an existing plan, a statement as to whether the existing plan was (a) prepared on a voluntary basis; (b) prepared for another government; or (c) prepared under another Act of Parliament. (2) If the existing plan was prepared for another government or prepared under another Act of Parliament, the name of the government or the Act of Parliament.</p>
		FOG-Ev.Pr.-24 — (Federal) Storage Tank System Owners / Operators — Emergency Plans	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the Canadian Environmental Protection Act, 1999,	5 years; Keep readily available for individuals required to carry it out, and at place storage tank system located if place of work	30.(1) The owner or operator of a storage tank system must prepare an emergency plan taking into consideration the following factors: (a) the properties and characteristics of each petroleum product or allied petroleum product stored in each tank of the system and the maximum expected quantity of the petroleum product or allied petroleum product to be stored in the system at any time during any calendar year; and (b) the characteristics of the place where the system is located and of the surrounding area that may increase the risk of harm to the environment or

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			SOR/2008-197, ss. 30(1), 31(1), 46(1)		<p>of danger to human life or health.</p> <p>.....</p> <p>31.(1) The owner or operator of a storage tank system must keep the emergency plan up-to-date and keep a copy of it readily available for the individuals who are required to carry it out, as well as a copy at the place where the storage tank system is located if that place is a place of work.</p> <p>(2) The owner or operator must notify the Minister of the civic address of each location where the emergency plan is kept.</p> <p>.....</p> <p>46.(1) Subject to subsection (2) and section 31, the owner or operator of a storage tank system that is required to keep a record under these Regulations must keep the record at the owner's or operator's place of work nearest to the system for five years after the day on which that record was made.</p>
		FENV-Ev.Pr.-104 — Pollution Prevention Plan or Environmental Emergency Plan and Other Orders — Limitation Period	Canadian Environmental Protection Act, 1999, S. C. 1999, c. 33, ss. 291.(1)(c), (6); as am. S.C. 2009, c. 14, s. 85	Event + 3 years (Event = Day made)	<p>291.(1) Where an offender has been convicted of an offence under this Act, in addition to any other punishment that may be imposed under this Act, the court may, having regard to the nature of the offence and the circumstances surrounding its commission, make an order having any or all of the following effects: . . .</p> <p>(c) directing the offender to prepare and implement a pollution prevention plan or an environmental emergency plan;</p> <p>.....</p> <p>(6) An order made under subsection (1) comes into force on the day on which it is made or on any other day that the court may determine and shall not continue in force for more than three years after that day unless the court provides otherwise in the order.</p>
		FENV-Ev.Pr.-107 — E2 Plan Documents	Implementation Guidelines for the Environmental Emergency Regulations 2011, under the Canadian Environmental Protection Act, 1999,	5 years; available at workplace	<p>5.4 In order to comply with the E2 Regulations, you must keep, readily available for the individuals who are responsible for carrying out the E2 plan, the following documents:</p> <ul style="list-style-type: none"> — A copy of the E2 plan in the event of the environmental emergency. A copy must also be available at the work place if the E2 substance (s) is located at that place. — The records of annual updates to the E2 plan and of the tests performed to determine the adequacy of the plan. These records of the

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			Minister of the Environment, 2011, s. 5.4		updates and tests to the E2 plan must be stored with the E2 plan for at least 5 years beginning on the date that the record is made. By definition, the E2 plan for a substance must contain four sections: prevention, preparedness, response and recovery. These sections may be within different binders, but all the information that completes the E2 plan must found together.
g151 Employment Standards Act – Vacation records 5 years		OHR-Em.St2000-26 — Vacation Stubs / Record	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1.(2), (3), (5), 41.1.(1), (4); as am. S.O. 2002, c. 18, Schedule J, ss. 3.(9), (21)	5 years	15.1(2) The employer shall record the following information: 1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year. 2. The amount of vacation time that the employee earned during the vacation entitlement year. 3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year. 4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year. 4.1 The amount of vacation pay that the employee earned during the vacation entitlement year and how that amount was calculated. 5. The amount of vacation pay paid to the employee during the vacation entitlement year. 6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate. (3) If the employer establishes an alternative vacation entitlement year for an employee, the employer shall record the following information for the stub period: 1. The amount of vacation time that the employee earned during the stub period. 2. The amount of vacation time, if any, that the employee took during the stub period. 3. The amount of vacation time, if any, earned but not taken by the employee during the stub period. 3.1 The amount of vacation pay that the employee earned during the stub period and how that amount was calculated.

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					<p>4. The amount of vacation pay paid to the employee during the stub period.</p> <p>5. The amount of wages on which the vacation pay referred to in paragraph 4 was calculated and the period of time to which those wages relate.</p> <p>.....</p> <p>(5) The employer shall retain or arrange for some other person to retain each record required under this section for five years after it was made.</p> <p>.....</p> <p>41.1(1) An employee is entitled to receive the following statements on making a written request:</p> <p>1. After the end of a vacation entitlement year, a statement in writing that sets out the information contained in the record the employer is required to keep under subsection 15.1(2).</p> <p>2. After the end of a stub period, a statement in writing that sets out the information contained in the record the employer is required to keep under subsection 15.1.(3).</p> <p>.....</p> <p>(4) The employer is not required to provide a statement to an employee more than once with respect to a vacation entitlement year or stub period.</p>
g152 Fisheries Act – Waste Water Systems Event + 5 years		FFF-Fish.-41 — Wastewater System Operators — Report on each Determination made by an Accredited Laboratory	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 17, 22	Event + 5 years (Event = Day report made; or decommissioned; as applicable)	<p>17. The owner or operator of a wastewater system must keep the report on each determination made by an accredited laboratory referred to in section 16 and a record that contains the following information:</p> <p>(a) for the final discharge point,</p> <p>.....</p> <p>(b) for each combined sewer overflow point via which effluent is deposited because of precipitation, including the melting of snow or ice, that resulted in excess wastewater in the wastewater system,</p> <p>.....</p> <p>(c) for any monitoring equipment referred to in section 9,</p> <p>.....</p> <p>(d) for each sample referred to in subsection 10(1) to (4), as the case may be, and, if applicable, subsection 6(4),</p> <p>.....</p> <p>(e) for any dechlorination system referred to in paragraph 6(7)(h),</p>

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					<p>.....</p> <p>(f) for each sample referred to in section 11 whose acute lethality was determined in accordance with section 15, the information referred to in section 8 of Reference Method EPS 1/RM/13 and, if the acute lethality of the effluent was determined in accordance with that method used with the Procedure for pH Stabilization EPS 1/RM/50, section 3 of that procedure;</p> <p>(g) if the owner or operator holds of a temporary authorization issued under subsection 36(1),</p> <p>(i) for each sample referred to in paragraph (d),</p> <p>.....</p> <p>(ii) the result of the determination referred to in paragraph 38(c) for each August and a description of how that determination was made</p> <p>.....</p> <p>22.(1) An owner or operator of a wastewater system must keep a report referred to in section 17, as well as a record and a copy of a report required to be sent under these Regulations — along with any supporting documents — for at least five years after the day on which the record or report, as the case may be, was made.</p> <p>(2) The report referred to in section 17, the record and the copy must be kept at the wastewater system or at any other place in Canada where it can be inspected. If that report, record or copy is kept at one of those other places, the owner or operator must provide the authorization officer with information specifying that other place, including its civic address, if any.</p> <p>(3) Despite subsection (1), the information referred to in paragraph 17(c) must be kept for at least five years after the day on which the monitoring equipment ceased to be used, and the identification report, as it may be updated from time to time, referred to in section 18 must be kept for at least five years after the wastewater system is decommissioned.</p>
		FFF-Fish.-42 — Wastewater System Owners or Operators — Wastewater	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 17, 21, 22	Event + 5 years (Event = Day record or report made; or: or day equipment ceased to be used; or	<p>17 The owner or operator of a wastewater system must keep the report on each determination made by an accredited laboratory referred to in section 16 and a record that contains the following information:</p> <ul style="list-style-type: none"> (a) for any final discharge point,

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		Systems Effluent Information Records		decommissioned; as applicable; at wastewater system or in Canada)	<ul style="list-style-type: none"> ○ (i) the date of each day on which effluent was not deposited via the final discharge point, ○ (ii) the date of each day on which effluent was deposited via the final discharge point, and ○ (iii) for each of the days referred to in subparagraph (ii) <ul style="list-style-type: none"> ▪ (A) for a wastewater system whose daily volume of effluent referred to in paragraph 7(1)(a) was determined using monitoring equipment referred to in section 9 <ul style="list-style-type: none"> ▪ (I) the daily volume of the effluent, expressed in m3, if that volume is yielded by a continuous measure, and ▪ (II) the estimated daily volume, expressed in m3, as determined in accordance with subsection 7(3) and the results of the measurement and the calculation referred to in paragraphs 7(3)(a) and (b), in any other case, and ▪ (B) for a wastewater system whose daily volume of effluent referred to in paragraph 7(1)(a) was determined using a method of estimation in accordance with subsection 7(4), the estimated daily volume, expressed in m3 and the method of estimation that was used, and ○ (iv) the average daily volume of effluent deposited annually, expressed in m3, determined in accordance with subsection 8(1), if applicable; • (b) for each combined sewer overflow point via which effluent is deposited because of precipitation, including the melting of snow or ice, that resulted in excess wastewater in the wastewater system, <ul style="list-style-type: none"> ○ (i) the date of each day on which effluent was deposited via the overflow point,

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					<ul style="list-style-type: none"> ○ (ii) for each of those days, the duration or estimated duration, expressed in hours, of the deposit, along with an indication of whether it is the duration or an estimated duration and <ul style="list-style-type: none"> ▪ (A) the daily volume of the effluent deposited, expressed in m3, if that volume is yielded by a continuous measure, and ▪ (B) the estimated daily volume of the effluent deposited, expressed in m3, in any other case, ○ (iii) the volume or estimated volume, expressed in m3, of effluent for each month during which effluent was deposited via the overflow point, and ○ (iv) the number of days in each of those months during which effluent was deposited via the overflow point; • (c) for any monitoring equipment referred to in section 9, <ul style="list-style-type: none"> ○ (i) a description, including its type, ○ (ii) if applicable, the manufacturer's specifications, the year of manufacture and the model number, ○ (iii) each date on which the equipment was calibrated and its degree of accuracy after each calibration, ○ (iv) the date on which the equipment was installed and, if applicable, the date on which it ceased to be used for monitoring and on which it was replaced, ○ (v) the manufacturer's recommendations for its operation, maintenance and calibration, with supporting documents if they are available, and

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					<ul style="list-style-type: none"> ○ (vi) a document setting out the calibration procedure that is prepared, signed and certified by a licensed professional, if the monitoring equipment is calibrated in accordance with the recommendations of the licensed professional; • (d) for each sample referred to in subsection 10(1) to (4), as the case may be, and, if applicable, subsection 6(4), <ul style="list-style-type: none"> ○ (i) the results of the determinations referred to in subsection 10(6), ○ (ii) a statement as to whether the sample is a grab sample or a composite sample and the date on which the sample was taken, ○ (iii) a document setting out the sampling location and sampling procedure that is signed and certified by the licensed professional, if the sample is taken at a sampling location other than the final discharge point, and ○ (iv) a statement as to whether the result of the determination of the concentration of suspended solids was not taken into account in the average referred to in paragraph 6(1)(b), in accordance with subsection 6(5); • (e) for any dechlorination system referred to in paragraph 6(7)(h), <ul style="list-style-type: none"> ○ (i) a description of the system, including the manufacturer's specifications, the year of manufacture and the model number, if any, and ○ (ii) any results of the determination of the concentration of total residual chlorine in the effluent and a description of how that determination was made;

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					<ul style="list-style-type: none"> • (f) for each sample referred to in section 11 whose acute lethality was determined in accordance with section 15, the information referred to in section 8 of Reference Method EPS 1/RM/13 and, if the acute lethality of the effluent was determined in accordance with that method used with the Procedure for pH Stabilization EPS 1/RM/50, section 3 of that procedure; • (g) if the owner or operator holds of a temporary authorization issued under subsection 36(1), <ul style="list-style-type: none"> ○ (i) for each sample referred to in paragraph (d), <ul style="list-style-type: none"> ▪ (A) the result of the determination referred to in paragraph 38(b), ▪ (B) the results of the determination of the concentration of total ammonia in the effluent and of the pH of the effluent referred to in subsections 14(2) and (3), respectively, that were used to make the determination referred to in clause (A), ▪ (C) a statement as to whether the sample is a grab sample or a composite sample and the date on which the sample was taken, and ○ (ii) the result of the determination referred to in paragraph 38(c) for each August and a description of how that determination was made. <p>.....</p> <p>21. Records must be made without delay after the information to be recorded becomes available.</p> <p>22.(1) An owner or operator of a wastewater system must keep a report referred to in section 17, as well as a record and a copy of a report required</p>

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					<p>to be sent under these Regulations — along with any supporting documents — for at least five years after the day on which the record or report, as the case may be, was made.</p> <p>(2) The report referred to in section 17, the record and the copy must be kept at the wastewater system or at any other place in Canada where it can be inspected. If that report, record or copy is kept at one of those other places, the owner or operator must provide the authorization officer with information specifying that other place, including its civic address, if any.</p> <p>(3) Despite subsection (1), the information referred to in paragraph 17(c) must be kept for at least five years after the day on which the monitoring equipment ceased to be used, and the identification report, as it may be updated from time to time, referred to in section 18 must be kept for at least five years after the wastewater system is decommissioned.</p>
		FFF-Fish.-43 — Wastewater System Owners or Operators — Identification Reports	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 18(1), (2), (4) to (7), 21, 22(3)	Event + 5 years (Event = Wastewater system decommissioned)	<p>18.(1) The owner or operator of a wastewater system must send to the authorization officer an identification report that contains the following information:</p> <p>(a) the owner's and the operator's name, civic and postal addresses, telephone number and, if any, email address and fax number;</p> <p>(b) the name, title, civic and postal addresses, telephone number and, if any, email address and fax number, of a contact person;</p> <p>(c) if any, the wastewater system's name and civic address;</p> <p>(d) with respect to the wastewater system:</p> <p>(i) a statement indicating whether it is an intermittent or continuous wastewater system,</p> <p>(ii) for a continuous wastewater system, a statement indicating whether its hydraulic retention time is five days or more,</p> <p>(iii) a statement indicating whether the system is owned or operated, or both, by one or several of the following:</p> <p>(A) His Majesty in right of Canada or another federal body,</p> <p>(B) His Majesty in right of a province or another provincial body,</p> <p>(C) a municipality or another local authority,</p> <p>(D) an Indigenous governing body, or</p>

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					<p>(E) an entity other than one referred to in clauses (A) to (D), (iv) a description of the type of wastewater treatment used, if any, and (v) if chlorine or one of its compounds is used, a statement indicating whether a dechlorination system that meets the requirements of paragraph 6(7)(h) is in use; (e) the latitude and longitude of the final discharge point; (f) for a point of entry in relation to the final discharge point, (i) its latitude and longitude, (ii) a description of the water frequented by fish into which effluent is deposited, including (A) a description of its use, if any, and (B) its name, if any, and the name, if any, of the body of water that includes that water, and (iii) a statement as to whether the effluent is deposited in water frequented by fish via the final discharge point or from a place where it was deposited via the final discharge point; (g) the number of overflow points for each of the combined sewers and sanitary sewers of the wastewater system and the latitude and longitude of each of those overflow points; (h) for a point of entry in relation to each overflow point, a description of the water frequented by fish into which effluent is deposited, including (i) a description of its use, if any, and (ii) its name, if any, and the name, if any, of the body of water that includes that water; and (i) for the calendar year before the calendar year in which the identification report is sent, the average daily volume, expressed in m³, of effluent deposited via the wastewater system's final discharge points — calculated in accordance with subsection 7(1) or by using another method based on measurements or, if not so calculated, determined on the basis of the system's average design rate of flow of influent — and a statement of the method of calculation or determination used and, if the method was another method of calculation based on measurements, a brief description of that method. (2) Despite subsection (1), the owner or operator of a fictional consolidated</p>

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					<p>wastewater system must send an identification report, for each of the original wastewater systems that constitute the fictional system, containing a statement as to whether the final discharge point of that original wastewater system is, in accordance with subsection 4(2), considered to be the final discharge point of the fictional consolidated wastewater system.</p> <p>.....</p> <p>(4) The identification report must be sent electronically, within 45 days after the day on which the wastewater system is put into service, in the form and format specified by the Minister of the Environment and must bear the electronic signature of the owner or operator or their authorized representative.</p> <p>(5) If the Minister of the Environment has not specified an electronic form and format or if it is not feasible to send the report electronically in accordance with subsection (4) because of circumstances beyond the control of the owner or operator, the report must be sent on paper, signed by the owner or operator, or their authorized representative, and in the form and format specified by the Minister of the Environment, if applicable.</p> <p>(6) If the information provided in the identification report changes, the owner or operator or authorized representative must update the identification report no later than 45 days after the day on which the change is made.</p> <p>(7) An owner or operator of a wastewater system must, at least 45 days before the planned decommissioning of the wastewater system, send a notice to the authorization officer setting out the planned date of the decommissioning and information specifying the place, including the civic address, if any, of that place, where the identification report is to be kept.</p> <p>.....</p> <p>21. Records must be made without delay after the information to be recorded becomes available.</p> <p>.....</p> <p>22.(3) Despite subsection (1), the information referred to in paragraph</p>

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					17(c) must be kept for at least five years after the day on which the monitoring equipment ceased to be used, and the identification report, as it may be updated from time to time, referred to in section 18 must be kept for at least five years after the wastewater system is decommissioned.
		FFF-Fish.-44 — Wastewater System Owners or Operators — Monitoring Reports	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 19, 21, 22(1)	Event + 5 years (Event = Report made)	<p>19.(1) The owner or operator of a wastewater system must send, within 45 days after the end of the period referred to in subsection (2), to the authorization officer, for each final discharge point, a monitoring report that contains the following information:</p> <p>(a) if applicable, a statement that indicates that effluent was not deposited during that period; and</p> <p>(b) in any other case,</p> <p>(i) if applicable, a statement that indicates any month in that period during which effluent was not deposited,</p> <p>(ii) the number of days during which effluent was deposited,</p> <p>(iii) the volume of effluent that was deposited, expressed in m³,</p> <p>determined in accordance with subsection 7(1),</p> <p>(iv) the average carbonaceous biochemical oxygen demand due to the quantity of CBOD matter in the effluent,</p> <p>(v) the average concentration of suspended solids in the effluent and a statement as to whether, in accordance with subsection 6(5), the determination of the average concentration referred to in paragraph 6(1)(b) did not take into account the result of any concentration of suspended solids greater than 25 mg/L,</p> <p>(vi) the maximum concentration of un-ionized ammonia in the effluent, if the period ends on or before June 30, 2014,</p> <p>(vii) if the owner or operator holds a temporary authorization issued under subsection 36(1),</p> <p>(A) the result of each determination referred to in clause 17(g)(i)(A) and the date on which the sample used to make that determination was taken, and</p> <p>(B) if the period includes an August, the result of the determination referred to in subparagraph 17(g)(ii) for that August, and</p> <p>(viii) for each sample for which a determination of acute lethality was made in accordance with section 15, a statement that indicates</p> <p>(A) the date on which the sample was taken,</p>

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					<p>(B) each procedure referred to in section 15 that was used to determine the sample's acute lethality, and</p> <p>(C) whether the sample was acutely lethal or not.</p> <p>(2) For the purpose of subsection (1), the period is</p> <p>(a) a calendar year, if the wastewater system deposited an average daily volume of effluent via all of the final discharge points during the previous calendar year in respect of that calendar year of</p> <p>(i) less than or equal to 17, 500 m[3], for an intermittent wastewater system, or</p> <p>(ii) less than or equal to 2, 500 m[3], for a continuous wastewater system with a hydraulic retention time of five or more days or for a continuous wastewater system that is the subject of a transitional authorization; and</p> <p>(b) a quarter, in any other case.</p> <p>(3) The information referred to in subsection (1) is to be reported</p> <p>(a) for the period referred to in subsection (2), if that period is a calendar year or a quarter; and</p> <p>(b) for each month during that period, if that period is a quarter and the average daily volume of effluent deposited via all of the final discharge points during the previous calendar year in respect of that quarter was greater than 17, 500 m[3].</p> <p>(4) The report must be sent electronically in the form and format specified by the Minister of the Environment and must bear the electronic signature of the owner or operator, or their duly authorized representative.</p> <p>(5) If the Minister of the Environment has not specified an electronic form and format or if it is not feasible to send the report electronically in accordance with subsection (4) because of circumstances beyond the control of the owner or operator, the report must be sent on paper, signed by the owner or operator or their authorized representative, and in the form and format specified by the Minister of the Environment, if applicable.</p> <p>.....</p> <p>21. Records must be made without delay after the information to be recorded becomes available.</p> <p>.....</p> <p>22.(1) An owner or operator of a wastewater system must keep a report</p>

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					referred to in section 17, as well as a record and a copy of a report required to be sent under these Regulations — along with any supporting documents — for at least five years after the day on which the record or report, as the case may be, was made.
		FFF-Fish.-45 — Wastewater System Owners or Operators — Combined Sewer Overflow Reports	Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012-139, ss. 20, 21, 22(1)	Event + 5 years (Event = Report made)	<p>20. The owner or operator of a wastewater system that includes at least one combined sewer overflow point must, in accordance with subsections 19(4) and (5), send to the authorization officer a combined sewer overflow report in respect of each calendar year by February 15 of the following calendar year and the report must contain the following information:</p> <p>(a) for each month of the calendar year during which effluent was deposited via a combined sewer overflow point, the information referred to in subparagraphs 17(b)(iii) and (iv); and</p> <p>(b) for each month of the calendar year during which effluent was not deposited via a combined sewer overflow point, a statement indicating that no effluent was deposited via an overflow point during the month.</p> <p>21. Records must be made without delay after the information to be recorded becomes available.</p> <p>22.(1) An owner or operator of a wastewater system must keep a report referred to in section 17, as well as a record and a copy of a report required to be sent under these Regulations — along with any supporting documents — for at least five years after the day on which the record or report, as the case may be, was made.</p>
g153 Environmental Protection (Canada) – Storage Tank Abandonment append to deed		FOG-Ev.Pr.-47 — Owners — Underground Storage Tank System Abandonment Records	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, under the Canadian Environmental Protection Act, 1999, Canadian Council of	Not specified “shall ensure permanently appended to deed”	<p>9.5.5(1) When the authority having jurisdiction has granted approval in writing to an owner to abandon an underground storage tank system in–place, the abandonment procedures shall ensure that: . . .</p> <p>(e) a record of the size, description, and location of the underground storage tank is;</p> <p>(i) permanently appended to the deed of the property;</p> <p>(ii) submitted to the authority having jurisdiction; and</p>

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			Ministers of the Environment, 2003, Reference Number 1326, s. 9.5.5.(1)(e)		
g154 Environmental Protection (Ontario) – Wastewater Complaints & water taking reports 5 years		OENV-Ev.Pr.-470 — Highway Projects — Water Taking Logs	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, ss. 4(1) par. 3, 5(3)	Event + 5 years (Event = Last day water taken from water body)	<p>4.1 (1) For the purposes of clause 20.21 (1) (c) of the Act, a person who engages in an activity prescribed by section 2 of this Regulation and registered in the Registry in accordance with section 4 shall ensure that all of the following applicable requirements and all of the applicable measures and requirements set out in the water body report prepared for the activity are complied with:</p> <p>4. A log shall be maintained at the location of the water taking that sets out, with respect to each day water is taken from the water body,</p> <ul style="list-style-type: none"> i. the date, ii. the name of the water body, iii. the location of each water taking, iv. the average rate at which water was taken in litres per second, v. if the water body is a stream, the flow rate of the stream as calculated under subparagraph 1 ii, vi. the total volume of water taken in litres, and vii. any additional information required by the water body report. <p>.....</p> <p>5. A person who engages in an activity prescribed by section 2 shall ensure that each of the following documents or records is retained for a period of five years from the day it is required to be created or from the last day it is updated, as the case may be:</p> <p>3. Each log referred to in paragraph 4 of subsection 4.1 (1).</p>
		OENV-Ev.Pr.-471 — Highway Projects — Qualified Persons Report	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 5(1), 4.1	5 years	<p>5. A person who engages in an activity prescribed by section 2 shall ensure that each of the following documents or records is retained for a period of five years from the day it is required to be created or from the last day it is updated, as the case may be:</p> <ul style="list-style-type: none"> 1. A copy of each water body report. <p>4.1 (1) For the purposes of clause 20.21 (1) (c) of the Act, a person who</p>

GROUP #	CITE TABLE #	COMPLIANCE CENTRE™ ENTRY	CITATION	RETENTION	LEGISLATION TEXT EXCERPT
					engages in an activity prescribed by section 2 of this Regulation and registered in the Registry in accordance with section 4 shall ensure that all of the following applicable requirements and all of the applicable measures and requirements set out in the water body report prepared for the activity are complied with:
		OENV-Ev.Pr.- 472 — Highway Projects — Qualified Persons Report	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 5	5 years	<p>5. A person who engages in an activity prescribed by section 2 shall ensure that each of the following documents or records is retained for a period of five years from the day it is required to be created or from the last day it is updated, as the case may be:</p> <ol style="list-style-type: none"> 1. A copy of each water body report. 2. If a methodology other than the methodology set out in the water body report is used, a copy of that methodology.
		OENV-Ev.Pr.- 473 — Highway Projects — Complaints	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 5	5 years	<p>5. A person who engages in an activity prescribed by section 2 shall ensure that each of the following documents or records is retained for a period of five years from the day it is required to be created or from the last day it is updated, as the case may be:</p> <ol style="list-style-type: none"> 1. A copy of each water body report. 2. If a methodology other than the methodology set out in the water body report is used, a copy of that methodology. 3. Each log referred to in paragraph 4 of subsection 4.1 (1). 4. A record of the following information with respect to each complaint referred to in paragraph 7 of subsection 4.1 (1): <ol style="list-style-type: none"> i. The date and time the complaint was received. ii. A copy of the complaint, if it is a written complaint. iii. A summary of the complaint, if it is not a written complaint. iv. A summary of measures taken, if any, to address the complaint. O. Reg. 300/21, s. 7.
		OENV-Ev.Pr.- 474 — Storm Water and Sewer Projects — Complaints and Water Taking Reports	Registrations under Part II.2 of the Act — Water Taking Regulation, under the Environmental Protection Act, O. Reg. 63/16, s. 10	5 years	<p>10. (1) A person who engages in an activity prescribed by section 7 shall ensure that each of the following records with respect to the taking of ground water, storm water or both is created and retained for a period of five years from the day it is required to be created:</p> <ol style="list-style-type: none"> 1. The dates on which the person engaged in the activity prescribed by section 7.

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					<p>2. For each day on which ground water, storm water or both was taken, the average rate at which it was taken from each dewatered work area in litres per second.</p> <p>3. The volume of ground water, storm water or both taken from each dewatered work area each day in litres.</p> <p>4. A record of the following information with respect to each complaint referred to in paragraph 12 of subsection 9.1 (2):</p> <p>i. The date and time the complaint was received.</p> <p>ii. A copy of the complaint, if it is a written complaint.</p> <p>iii. A summary of the complaint, if it is not a written complaint.</p> <p>iv. A summary of measures taken, if any, to address the complaint.</p> <p>5. A record of any precipitation on the construction site.</p> <p>6. A copy of any information or documents that demonstrate notice was provided in accordance with the protocol set out in a water taking report in accordance with paragraph 5 of subsection 8 (4).</p> <p>7. A copy of the records related to the monitoring plans referred to in paragraphs 3 and 9 of subsection 9.1 (2). O. Reg. 63/16, s. 10 (1); O. Reg. 300/21, s. 11 (1-5).</p> <p>(2) A person who engages in an activity prescribed by section 7 shall retain a copy of each water taking report referred to in clause 8 (1) (a) and each discharge report referred to in clause 8 (1) (b) for a period of five years from the day it was prepared. O. Reg. 63/16, s. 10 (2); O. Reg. 300/21, s. 11 (6).</p>
g155 Developmental Disabilities Services services no longer received + 7 years		OSS-SSPSIPDD-18 — Service Agencies — Service Records	Quality Assurance Measures Regulation, under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, O. Reg. 299/10, s. 14	Event + 7 years (Event = Person no longer receiving services and supports from agency)	<p>14.(1) In addressing quality assurance measures respecting service records, each service agency shall,</p> <p>(a) keep a record for each person receiving services and supports from the service agency; and</p> <p>(b) have policies and procedures on service record retention and secure storage.</p> <p>(2) At a minimum, the service record shall include a copy of the person's,</p> <p>(a) Application for Developmental Services and Supports;</p> <p>(b) Supports Intensity Scale needs assessment; and</p> <p>(c) individual support plan.</p> <p>(3) The service agency shall retain a person's service record for a minimum</p>

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					of seven years after the person is no longer receiving services and supports from the agency.
		OSS-SSPSIPDD-36 — Application Entities — Persons with Developmental Disability Records	Quality Assurance Measures Regulation, under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, O. Reg. 299/10, s. 35	Event + 7 years (Event = Application entity assessed person's needs for services and supports)	35.(1) In addressing quality assurance measures respecting records, each application entity shall, (a) keep a record for each person with a developmental disability who has applied for services and supports or funding; and (b) have policies and procedures on record retention and secure storage. (2) At a minimum, the record shall include a copy of the person's, (a) Application for Developmental Services and Supports; (b) Supports Intensity Scale needs assessment; and (c) individual support plan. (3) The application entity shall retain a person's record for a minimum of seven years after the application entity has assessed the person's needs for services and supports.
g156 Site Condition Reports date filed + 7 years		OENV-Ev.Pr.-252 — Site Condition Reports	Records of Site Condition — Part XV.1 of the Act Regulation, under the Environmental Protection Act, O. Reg. 153/04, ss. 16, 18, 32(1), 33.6; as am. O. Reg. 511/09, ss. 7(1), (2), 10, 14	Event + 7 years (Event = Date record of site condition listing report filed in Registry)	16.(1) A record of site condition shall be completed and submitted for filing in accordance with the requirements set out in Schedule A . (2) Paragraph 4 of subsection 168.4.(2) of the Act does not apply to a record of site condition filed in respect of a property if a phase two environmental site assessment has not been conducted of the property. (3) Paragraph 6 of subsection 168.4 (2) of the Act does not apply in respect of a phase two property if the criteria set out in subsection 6 (2) of Schedule E to this Regulation are met. 18.(1) For the purposes of subsection 168.4.(5) of the Act, the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed in the Registry. i. (2) Subsection (1) and subsection 168.4.(5) of the Act do not apply in respect of a qualified person if a qualified person takes all reasonable steps to ensure that a copy of the report is stored for the period referred to in subsection (1) in the offices of the firm, company or partnership where the qualified person was employed at the time when the record of site condition was completed.

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					<p>32.(1) For the purposes of submitting a record of site condition for filing under subsection 168.4.(1) of the Act in respect of a property, a phase two environmental site assessment is required,</p> <p>(a) if during a phase one environmental site assessment of the property, a potentially contaminating activity is identified on, in or under the property; or</p> <p>(b) if the property is used, or has ever been used, in whole or in part, for any of the following:</p> <p>An industrial use.</p> <p>i. Any of the following commercial uses:</p> <p>(A) As a garage.</p> <p>(B) As a bulk liquid dispensing facility, including a gasoline outlet.</p> <p>(C) For the operation of dry cleaning equipment.</p> <p>.....</p> <p>33.6 The qualified person who is conducting or supervising the phase two environmental site assessment shall,</p> <p>(a) use all reasonably accessible environmental site assessment reports and other reports and data, as appropriate, to conduct a phase two environmental site assessment; and</p> <p>(b) document all reports and data consulted, and indicate what was used and how it was used in the phase two environmental site assessment.</p>
g157 Occupational Health and Safety Act – Construction Equipment as long as device in use		OCON-OHS-92 — Owners — Fixed Support Inspections, Tests, Repairs, Modifications and Maintenance Forms	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 141.4(6); as am. O. Reg. 242/16, s. 11	Not specified “shall keep permanent record”	<p>141.4(6) The owner of the building or structure shall, respecting a fixed support,</p> <p>(a) keep a permanent record, in accordance with clause 13 (Equipment Log) of CSA Standard Z271-10, of all inspections, tests, repairs, modifications and maintenance of the fixed support as long as the fixed support is used;</p> <p>(b) make the record available, on request, to an inspector; and</p> <p>(c) make the record available, on request, to a constructor of a project where workers are to use a suspended work platform system or boatswain’s chair and lifelines, if any.</p>
		OCON-OHS-96 — Employers — Wire Rope	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg.	Event = While suspended work platform system or boatswain’s chair at	<p>142.02(1) All wire rope terminations of the suspension line of a suspended work platform system or boatswain’s chair, including swaged socket and poured socket terminations, spliced eye terminations and turnback eye terminations shall, after installation onto the wire rope and prior to being</p>

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		Terminations Test Records	213/91, s. 142.02(1), (2); as am. O. Reg. 242/16, s. 11	project and termination remains in service	used for the first time, be tested, (a) in accordance with the recommendations of the manufacturer of the wire rope or termination; and (b) to no more than 50 per cent of the wire rope's nominal or minimum rated breaking strength. (2) While the suspended work platform system or boatswain's chair is at the project and the termination remains in service, an employer shall keep at the project, and make available to an inspector on request, a record of the tests described in subsection (1).
		OS-OHS-58 — Building Owners — Scaffold/Anchor Points Log Books	Window-Cleaning Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 859, s. 41(5)	Event = As long as anchor points and suspended scaffold are used	41.(5) A building owner shall keep a record of the inspections of any anchor points and any permanently-installed suspended scaffold at a building in a log book to be maintained and retained as long as the anchor points and suspended scaffold are used, showing, (a) the date on which each inspection is made; (b) the name and signature of the person making the inspection; and (c) any modifications or repairs made to an anchor point or a suspended scaffold, including the date they are made and the name and signature of the person making the modifications or repairs.
		OCON-OHS-8 — Elevating Work Platform Operator's Manual	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 149	Event = Shall be kept while elevating work platform on project	149. An operator's manual for an elevating work platform shall be kept with it while it is on a project.
		OCON-OHS-102 — Constructors — Multi-Point Suspended Work Platform Inspections, Tests, Repairs, Modifications and Maintenance Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 142.8; as am. O. Reg. 242/16, s. 13	Event = Shall keep at project while multi- point suspended work platform there.	136.1 In sections 137 to 142.06, . . . "work platform" means a built or manufactured work surface that, as the context requires, is intended to be used as or is in use as the work area of a suspended work platform system, but does not include a boatswain's chair. 1.(1) In this Regulation, . . . "multi-point suspended work platform" means a suspended work platform more than 750 millimetres in width or a system of suspended work platforms in which any one platform is more than 750 millimetres in width that is supported from an overhead fixed support system by at least three

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					primary load-carrying means of suspension to maintain the stability of the work platform or system of work platforms;
g158 Environment al Protection Act (Ontario) – Petroleum Storage Tank Systems Operations 2 years		OENV-Ev.Pr.- 267 — Service Stations — Records of Equipment Tests and Inspections	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 7 pars. 14 to 16	2 years; at business office of owner of service station	7. Each person responsible for a service station shall ensure that the following rules are complied with in respect of the service station: . . . 14. Equipment tests and inspections must be carried out as specified in the CGSB Standard and as specified in the CCME Code. 15. Records of the results of all tests and inspections carried out under rule 14, other than the results of visual inspections, must be made and kept at the service station or at a business office of the owner of the service station for at least two years. 16. Records of abnormalities observed during visual inspections carried out under rule 14 must be made and kept at the service station or at a business office of the owner of the service station for at least two years.
		OENV-Ev.Pr.- 265 — Service Stations — Records of Transfer of Gasoline during Shutdown of Vapour Control System	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 7 pars. 4 to 5	2 years; at business office of owner of service station	7. Each person responsible for a service station shall ensure that the following rules are complied with in respect of the service station: . . . 4. A record must be made of the date and duration of any transfer of gasoline for receipt at the service station during, i. a shutdown of the vapour control system that lasts for more than 24 hours, or ii. a malfunction of the vapour control system that permits abnormal discharge of gasoline vapour and lasts for more than 24 hours. 5. Records made under rule 4 must be kept at the service station or at a business office of the owner of the service station for at least two years.
		OENV-Ev.Pr.- 272 — Cargo Tank Trucks — Record of Failure or Leak in Connections Between Truck, Terminal and Bulk Plant or Services Station	Recovery of Gasoline Vapour In Bulk Transfers Regulation, under the Environmental Protection Act, O. Reg. 455/94, s. 8 par. 17	2 years; at place of business of owner of truck	8. Each person responsible for a cargo tank truck shall ensure that the following rules are complied with in respect of the cargo tank truck: . . . 17. A record of any failure in or leak from the connections between the truck and a terminal, bulk plant or service station must be made and kept at the place of business of the owner of the truck for at least two years.

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g159 Growth Plans come into force + 10 years and revised		OPM-PtoG-2 — Growth Plans — Limitation (Expiry) Period	Places to Grow Act, 2005, S.O. 2005, c. 13, s. 9(1)	Event + 10 years (Event = Plan comes into force)	9.(1) The Minister shall ensure that a review of each growth plan is carried out at least every 10 years after the date the plan comes into force to determine whether the plan should be revised.
g160 Environment al Protection — Solar facilities maintenance & complaints 5 years		OENV-Ev.Pr.- 458 — Solar Facilities — Inspection, Complaint and Maintenance Records	Registrations under Part II.2 of the Act — Solar Facilities Regulation, under the Environmental Protection Act, O. Reg. 350/12, s. 7	5 years	7.(1) A person who engages in an activity prescribed by section 3 shall ensure that each of the following records is retained for a period of five years from the day it is created: 1. A record of the following information with respect to each inspection, maintenance and repair of any noise generating equipment unit, micro-inverter or solar photovoltaic collector panel that is used at the solar facility: i. The date and a summary of the inspection, maintenance or repair. ii. The name of the person who performed the inspection, maintenance or repair. iii. If the person referred to in subparagraph ii is an employee, the name of the person's employer or the name of the business that employs the person. iv. A summary of any unsatisfactory conditions observed or discovered and the steps taken to correct such conditions. 2. A copy of every document relating to each inspection, maintenance and repair mentioned in paragraph 1. 3. A record of the following information with respect to each complaint received by the person with respect to the solar facility, if the complaint relates to the natural environment: i. The date and time when the complaint was received. ii. A copy of the complaint, if it is a written complaint. iii. A summary of the complaint, if it is not a written complaint. iv. A summary of measures taken, if any, to address the complaint. (2) A person who engages in an activity prescribed by section 3 shall ensure that each of the following records in respect of an item is retained for the

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					<p>period during which the item is used or operated as part of the solar facility:</p> <ol style="list-style-type: none"> 1. Documentation from the manufacturer of the solar photovoltaic collector panels and inverters at the facility that confirms the name plate capacity of the facility. 2. Documents relating to the recommendations of the manufacturer of each item mentioned in paragraph 1 of subsection (1) with respect to the use, operation and maintenance of the item. <p>(3) A person who engages in an activity prescribed by section 3 shall ensure that each of the following records is retained for the period during which the solar facility operates:</p> <ol style="list-style-type: none"> 1. Documentation from, <ol style="list-style-type: none"> i. the Ministry of Tourism, Culture and Sport, confirming that the facility location is not within 250 metres of an archaeological site that is set out in records maintained by that Ministry, ii. the local municipality and upper-tier municipality in which the facility location is situated, confirming that the facility location is not within an area that has been identified by the municipality on an archaeological management plan, and iii. Parks Canada, the Ministry of Tourism, Culture and Sport or the local municipality or upper-tier municipality in which the facility location is situated, confirming that the facility location is not situated on a property on which a national historic site is located. 2. If the facility does not meet the criterion set out in paragraph 6 of subsection 3(2), a copy of a report prepared by a professional engineer or a person working under the supervision of a professional engineer, concluding that the sound discharged from the facility does not result in a sound pressure level that, at any point on the property boundary of any noise receptor, exceeds the sound pressure level described in clause 3(3)(a) or (b). 3. If the facility location is situated on property that is zoned for industrial, commercial or institutional use and meets the criterion set out in subparagraph 1 ii of subsection 3(4) and does not meet the criterion set out

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					in subparagraph 1 i of that subsection, a copy of an environmental site assessment concluding that the former criterion is met.
g161 assessment rolls no longer required for planning purposes		OMUN-Asse.-7 — Access to Assessment Information	Assessment Act, R.S.O. 1990, c. A.31, s. 53; as am. S.O. 1996, c. 4, s. 43; as am. S.O. 1997, c. 43, Sched. G, s. 18(33); as am. S.O. 2000, c. 25, s. 13; as am. S.O. 2015, c. 20, Sched. 2, s. 1(1) to (3); as am. S.O. 2016, c. 37, Sched. 2, s. 2	PRIVACY Act states that information is made available to a municipality by the assessment corporation to meet planning requirements	53.(1) A person employed by the assessment corporation, a municipality or a school board is guilty of an offence and on conviction is liable to a fine of not more than \$2,000, or to imprisonment for a term of not more than six months, or to both if, (a) in the course of the person's duties, he or she acquires or has access to information collected under this Act or to information collected pursuant to an assessment appeal or a proceeding in court involving an assessment matter; (b) the information is, (i) proprietary information of a commercial nature prescribed by the Minister relating to an individual property, or (ii) actual income and expense information on an individual property; and (c) the person wilfully discloses the information or permits it to be disclosed to any person who is not entitled in the course of their duties to acquire or have access to the information. (2) This section does not prevent disclosure of that information, (a) to the assessment corporation or any authorized employee of the corporation; or (b) by any person being examined as a witness in an assessment appeal or in a proceeding in court involving an assessment matter. (3) Subject to subsection (1), the assessment corporation shall make available to the following entities the information sufficient to meet their planning requirements: 1. Every municipality. 2. Every school board. 3. Every board of a local roads area established under the Local Roads Boards Act. 4. Every local services board established under the Northern Services Boards Act. (4) The information provided under subsection (3) shall not be used by the entities set out in that subsection for any other purpose. (4.1) Upon request, a tenant is entitled to receive the information

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					maintained by the assessment corporation in respect of a property, or the portion of a property, leased by the tenant and to receive any other information about the property; the tenant is not entitled to receive the information referred to in subsection (1). (5) Subject to subsection (1) and to any requirement of the Assessment Review Board concerning the disclosure of evidence, the assessment corporation may disclose any information acquired by it and may do so on such terms as it determines.
g162 injury claims 10 days		OMUN-Muni01-3 — Actions for Injury — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, s. 44(10); as am. S.O. 2017, c. 10; Sched. 1, s. 4	Event + 10 days (Event = Occurrence of injury)	44.(10) No action shall be brought for the recovery of damages under subsection (2) unless, within 10 days after the occurrence of the injury, written notice of the claim and of the injury complained of, including the date, time and location of the occurrence, has been served upon or sent by registered mail to, (a) the clerk of the municipality; or (b) if the claim is against two or more municipalities jointly responsible for the repair of the highway or bridge, the clerk of each of the municipalities.
g163 Residential Tenancies - Operational Review Limitation 4 years		OPM-Re.Ten.-1 — Ministerial Operational Records Reviews — Limitation Period	Residential Tenancies Act, 2006, S.O. 2006, c. 17, s. 120(6)	Event + 4 years (Event = Commencement date)	120.(6) The Minister shall initiate a review of the operation of this section within four years after the commencement date and thereafter within four years after the end of the previous review.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g010 Accessibility for Ontarians with Disabilities Act, 2005 5 years		OMUN-AOD-10 — Municipalities — Bi-Annual Accessibility Reports	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 86.1(1); as end. O. Reg. 413/12, s. 7; as am. O. Reg. 165/16, s. 18	Not specified “shall file”	86.1(3) Subject to subsections 33(3) and (5) of the Act, organizations shall file the accessibility report required under subsection 14(1) of the Act with a director according to the following schedule: 1. In the case of the Government of Ontario and the Legislative Assembly, annually following the report that was due on December 31, 2013. 2. In the case of designated public sector organizations, every two years following the report that was due on December 31, 2013. 3. In the case of large organizations, every three years following the report that was due on December 31, 2014. 4. In the case of small organizations having at least 20 but fewer than 50 employees, which are required to file accessibility reports under section 14 of the Act only with respect to the accessibility standards for customer service in Part IV.2, every three years following the report that was due on December 31, 2014.
		OMUN-AOD-13 — Providers — Training Records	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 80.49(5); as en. O. Reg. 165/16, s. 16	Not specified “shall keep”	80.49(5) Every provider, other than a small organization, shall keep records of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-AOD-14 — Providers — Training Policies	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 80.49(6) to (8); as en. O. Reg. 165/16, s. 16	Not specified “shall prepare/ give on request / post on website”	80.49(6) Every provider, other than a small organization, shall, (a) prepare a document that describes its training policy, summarizes the content of the training and specifies when the training is to be provided; and (b) on request, give a copy of the document to any person. (7) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (6) is available on request. (8) The notice required by subsection (7) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider’s website, if any, or by such other method as is reasonable in the circumstances.
		OMUN-AOD-15 — Providers — Feedback Information, Policies, Documents	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 80.50(3) to (7); as en. O. Reg. 165/16, s. 16	Not specified “shall prepare/ give on request / post on website	80.50(3) Every provider shall ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request. (4) Every provider shall make information about the feedback process readily available to the public. (5) Every provider, other than a small organization, shall prepare a document describing the feedback process and, on request, shall give a copy of the document to any person. (6) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (5) is available on request. (7) The notice required by subsection (6) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider’s website, if any, or by such other method as is reasonable in the circumstances. provider’s website, if any, or by such other method as is reasonable in the circumstances.

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		OPM-AOD-12 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Policies Documentation	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 3(3); as am. O. Reg. 165/16, s. 3(1)	Not specified “shall prepare/keep to make available on request”	3.(3) Every obligated organization, other than a small organization, shall, (a) prepare one or more documents describing the policies it developed under subsection (1); and (b) make the documents publicly available and, on request, provide them in an accessible format.
		OPM-AOD-13 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Multi-Year Accessibility Plans	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1)	Not specified “shall maintain/post/ review every 5 years”	4.(1) The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall, (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation; (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and (c) review and update the accessibility plan at least once every five years.

		OPM-AOD-14 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Annual Status Reports	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s.(4.(1), (2)); as am. O. Reg. 413/12, s. 3(1)	Not specified. Shall prepare, post to website, provide in an accessible format upon request. Review and update the accessibility plan at least once every five years.	<p>4.(1) The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall,</p> <p>(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;</p> <p>(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>(c) review and update the accessibility plan at least once every five years.</p> <p>(2) The Government of Ontario, Legislative Assembly and designated public sector organizations shall establish, review and update their accessibility plans in consultation with persons with disabilities and if they have established an accessibility advisory committee, they shall consult with the committee. O. Reg. 191/11, s. 4 (2).</p> <p>(3) The Government of Ontario, Legislative Assembly and designated public sector organizations shall,</p> <p>(a) prepare an annual status report on the progress of measures taken to implement the strategy referenced in clause (1) (a), including steps taken to comply with this Regulation; and</p> <p>(b) post the status report on their website, if any, and provide the report in an accessible format upon request. O. Reg. 191/11, s. 4 (3); O. Reg. 413/12, s. 3 (1).</p> <p>.....</p> <p>2. In this Regulation,</p> <p>“accessible formats” may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities;</p> <p>.....</p> <p>“designated public sector organization” means every municipality and every person or organization listed in Column 1 of Table 1 of O. Reg. 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the Public Service of Ontario Act, 2006 or described in Schedule 1 to this Regulation;</p>
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					<p>“Government of Ontario” includes the executive of the government and operational branches, including every ministry of the Government of Ontario and the Office of the Premier;</p> <p>.....</p> <p>“Legislative Assembly” includes the Office of the Assembly, the offices of members of the Assembly, including their constituency offices and the offices of persons appointed on the address of the Assembly;</p>
		OPM-AOD-15 — Government of Ontario/ Legislative Assembly / Designated Public Sector Organizations — Training Records	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 7(5)	Not specified “shall keep”	7.(5) The Government of Ontario, the Legislative Assembly, every designated public sector organization and every large organization shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.
		OPM-AOD-17 — Obligated Organizations — Policies Governing How will Achieve Accessibility	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 3(1)	Not specified “shall maintain”	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OPM-AOD-18 — Obligated Organizations — Accessible Emergency Procedures, Plans or Public Safety Information	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 13; as am. O. Reg. 165/16, s. 8	Keep to make available on request	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.
g011 Ontario Ambulance Documentation Standards 5 years	550		Ontario Ambulance Documentation Standards, Part 1 Paragraph 1 Ministry of Health and Long Term Care, Emergency Health Services Branch, 2000.	E + 5 years (Event = Date of documented event)	For all Parts of the documentation standard, the following are required: 1. Reports shall be made in either written or electronic format provided that such reports contain all of the information required by these Standards. 2. Reports shall be prepared in such a manner as to remain legible and readily accessible for review for a minimum period of five (5) years from the date of the documented event.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OHC-Ambu.-18 — Hospital/Ambulance/Communication Services — Annual Reports and Financial Statements / Personnel, Equipment and Supply Records	General Regulation, under the Ambulance Act, O. Reg. 257/00, s. 17 (1). O. Reg. 257/00, s. 17 (2)	Not specified “shall prepare, maintain, ensure”	<p>17. (1) The operator of an applicable enterprise shall,</p> <ul style="list-style-type: none"> (a) maintain financial records, including books of account and accounting records, in accordance with generally accepted accounting principles; (b) prepare annual financial statements for the applicable enterprise, on forms provided by the Director, at the end of each fiscal year; (c) ensure that audited financial statements for the applicable enterprise are prepared annually by a public accountant licensed under the Public Accountancy Act; and (d) maintain personnel, equipment and supply records, as well as a record of daily hours of work performed by each employee of each applicable enterprise. O. Reg. 257/00, s. 17 (1). <p>.....</p> <p>(2) The operator of an applicable enterprise shall ensure that the records and statements referred to in subsection (1) are kept separate from those of any other applicable enterprise, business, undertaking or venture operated by the operator.</p>
		OHC-Ambu.-20 — Upper-Tier Municipality, Delivery Agents and Land Ambulance Communication Services — Performance Plans	General Regulation, under the Ambulance Act, O. Reg. 257/00, ss. 23.(4), (5), 24.(3); as en. O. Reg. 267/08, s. 1.(2)	Not specified “shall ensure maintained”	<p>23.(4) An upper-tier municipality or delivery agent to which subsection (2) applies shall ensure that throughout the year the plan established under that subsection is continuously maintained, enforced and evaluated and, where necessary, updated, whether in whole or in part.</p> <p>.....</p> <p>24.(3) A land ambulance communication service to which subsection (2) applies shall ensure that throughout the year the plan established under that subsection is continuously maintained, enforced and evaluated and, where necessary, updated, whether in whole or in part.</p>

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		OHC-Ambu.-21 — Ambulance Service Operators / Emergency Medical Attendants / Paramedics — Documentation	General Regulation, under the Ambulance Act, O. Reg. 257/00, s. 11.1; as en. O. Reg. 527/10, s. 2; s. 11.0.1(1); as en. O. Reg. 364/19, s. 5	Not specified “shall ensure provided”	<p>11.0.1(1) An ambulance service operator that is approved by the Minister to implement a patient care model in accordance with the procedure set out in the “Patient Care Model Standards” document referenced in clause 11(c) shall provide reports to the Minister evaluating the patient care model.</p> <p>(2) A report required by this section must be provided in the manner described in the document entitled “Patient Care Model Evaluation Framework”, published by the Ministry, as that document may be amended from time to time, and must be delivered to the Ministry at the frequency specified in that document.</p> <p>11.1 An operator of an ambulance service and every emergency medical attendant and paramedic employed by or engaged as a volunteer by the operator shall ensure that documentation is provided by the emergency medical attendant or paramedic in accordance with the “Ontario Ambulance Documentation Standards” published by the Ministry, as that document may be amended from time to time.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g012 Animals for Research Act Last date in pound + 2 years	321	OAF-An.Rs.-1 — Animal Pound Operators — Animal Records	Pounds Regulation, under the Animals for Research Act, R.R.O. 1990, Reg. 23, s. 10(2).	Event + 2 years (Event = date animal was last in the pound)	10.(2) The operator of every pound shall maintain within the pound a record of every animal in the pound and shall preserve the record within the pound for at least two years from the date that the animal was last in the pound and the record shall include: (a) the sex of the animal; (b) the estimated age and weight of the animal; (c) the colour, markings and any physical abnormalities of the animal; (d) the breed or type of the animal; (e) a record of the circumstances under which the animal came to be in the pound; (f) the time, date and place where the animal was found; (g) the date and time at which the animal arrived at the pound; (h) a record of any tag, name plate or other means of identification on the animal when it came into the pound; (i) where the animal is returned to its owner, the name and address of the owner and the date of return; (j) where the animal is sold or disposed of by gift, the name and address of the person to whom it was sold or disposed of and a statement of the purpose of the sale or disposal; (k) where the animal is sold to the operator of a research facility, the name and address of the research facility and evidence of the sale; (l) where the animal is destroyed, the date on which it is destroyed and a statement setting out the clause of subsection 20.(7) of the Act under which the animal is destroyed.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g013 Arbitration Act, 1991 Reward received + 10 years	565	OLA-Arbi.-1 — Arbitration Enforcements — Limitation Period	Arbitration Act, 1991, S.O. 1991, c. 17, s. 52(3); as am. S.O. 2017, c. 2, Sched. 5, s. 13	Later of: December 31, 2018 And: Event + 10 years (Event = Day award received or: application was finally determined)	52.(3) An application to enforce an award shall not be commenced after the later of December 31, 2018 and the tenth anniversary of, (a) the day the award was received; or (b) if an application to set aside the award was commenced, the date on which the application was finally determined.
g014 Assessment Act Shall keep	101	OMUN-Asse.-1 — Assessment Rolls	Assessment Act, R. S. O. 1990, c. A.31, ss. 14.(1); as am. S. O. 2006, c. 33, Sched. A, s. 13.(1); s. 39.(2); as am. S. O. 1997, c. 43, s. 18.(28), Schedule G; as am. S. O. 2006, c. 33, Sched. A, s. 28	Keep to make available on request during office hours	14.(1) The assessment corporation shall prepare an assessment roll for each municipality, for each locality and for non-municipal territory and the assessment roll shall contain the following information as well as the information required under subsections (1.1) and (1.2): 1. The name and surnames, in full, if they can be ascertained, of all persons who are liable to assessment in the municipality or in the non-municipal territory, as the case may be. 2. The amount assessable against each person who is liable to assessment, opposite the person's name. 3. A description of each property sufficient to identify it. 4. The number of acres, or other measures showing the extent of the land. 5. The current value of the land. 6. The value of the land liable to taxation. 7. The value of land exempt from taxation. 8. The classification of the land. 9. Such other information as may be prescribed by the Minister. 39.(2) Immediately upon receiving the assessment roll for the municipality, the clerk shall make it available for inspection by the public during office hours.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g015 Building Code Act, 1992 Shall keep		OCON-BI.Cd.-3 — Municipality & Upper-Tier Municipality Building Code Act Records	Building Code Act, 1992, S.O. 1992, c. 23, s. 3.9; as am. S.O. 2002, c. 9, s. 6.(3); as am. S.O. 2002, c. 17, Sched. C, s. 2.(1)	Event = Retain as prescribed by regulation for prescribed period of time	3.(9) Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time
		OCON-BI.Cd.-5 — Secretary — Committee Official Business Records / Applications / Minutes / Decisions	Building Code Act, 1992, S.O. 1992, c. 23, s. 15.6.(7); as am. S.O. 2002, c. 17, Schedule F, Table; as am. S.O. 2006, c. 32, Schedule C, s. 3.(3)	Not specified “shall keep”	15.6(7) The secretary shall keep on file the records of all official business of the committee, including records of all applications and minutes of all decisions respecting those applications, and section 253 of the Municipal Act, 2001 or section 199 of the City of Toronto Act, 2006, as the case may be, applies with necessary modifications to the minutes and records.
		OCON-BI.Cd.-15 — Building Code Act Offence Prosecutions — Limitation Period	Building Code Act, 1992, S.O. 1992, c. 23, s. 36.(8), (8.1); as am. S.O. 2009, c. 33, Sched. 21, s. 2.(9)	Event + 1 year (Event = Facts first came to knowledge of officer or chief building official; as applicable)	36.(8) No proceeding under this section shall be commenced more than one year after the facts on which the proceeding is based first came to the knowledge of, (a) an officer, where the proceeding is in respect of the enforcement of by-laws passed under section 15.1; or (b) the chief building official, in any other case. (8.1) Subsection (8), as it read immediately before the day subsection 2(9) of Schedule 21 to the Good Government Act, 2009 comes into force, continues to apply where the subject-matter of the proceeding arose more than one year before that day.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OCON-BI.Cd.-34 — Persons in Charge of Construction of Buildings — Drawings and Specifications, Authorizations and Rulings	Building Code Regulation, under the Building Code Act, 1992, O. Reg. 332/12, Division C: Administrative Provisions, Part 1: General, s. 1.3.2.2	Event = Shall keep and maintain on site of construction	1.3.2.2(1) The person in charge of the construction of the building shall keep and maintain on the site of the construction, (a) at least one copy of drawings and specifications certified by the chief building official or a person designated by the chief building official to be a copy of those submitted with the application for the permit to construct the building, together with changes that are authorized by the chief building official or a person designated by the chief building official, (b) copies of authorizations of the Building Materials Evaluation Commission on the basis of which the permit was issued, and (c) copies of rulings of the Minister, made under clause 29(1)(a) or (c) of the Act, on the basis of which the permit was issued.
		OCON-BI.Cd.-35 — Persons in Charge of Construction of Buildings — As Constructed Plans	Building Code Regulation, under the Building Code Act, 1992, O. Reg. 332/12, Division C: Administrative Provisions, Part 1: General, s. 1.3.6.1(1)	Keep to provide chief building official on request	1.3.6.1(1) Where a by-law, resolution or regulation has been made by a principal authority under clause 7(1)(g) of the Act, the chief building official may require that as constructed plans for the whole of, or any part or system of, a building or any class of buildings be provided by the persons responsible for the construction.

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		OCON-BI.Cd.-36 — Inspection Documents	Building Code Act, 1992 S.O. 1992, CHAPTER 23, s15	May require for inspection	<p>Inspection powers of officer</p> <p>15.8 (1) For the purposes of an inspection under section 15.2, an officer may,</p> <p>(a) require the production for inspection of documents or things, including drawings or specifications, that may be relevant to the property or any part thereof;</p> <p>(b) inspect and remove documents or things relevant to the property or part thereof for the purpose of making copies or extracts;</p> <p>(c) require information from any person concerning a matter related to a property or part thereof;</p> <p>(d) be accompanied by a person who has special or expert knowledge in relation to a property or part thereof;</p> <p>(e) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection; and</p> <p>(f) order the owner of the property to take and supply at the owner's expense such tests and samples as are specified in the order. 1997, c. 24, s. 224 (8).</p> <p>....</p> <p>15.9 (1) An inspector may enter upon land and into buildings at any reasonable time without a warrant for the purpose of inspecting a building to determine,</p> <p>(a) whether the building is unsafe; or</p> <p>(b) whether an order made under subsection (4) has been complied with. 2002, c. 9, s. 26.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g016 Clean Water Act, 2006 15 years		OENV-CI.Wt.-2— Enforcement Records	Clean Water Act, 2006, S.O. 2006, c. 22, s. 54	Event = Retain such records for period of time prescribed by regulations	54.(1) Every person or body that has jurisdiction for the enforcement of this Part shall retain such records as may be prescribed by the regulations for the period of time prescribed by the regulations. (2) If an agreement is entered into under subsection 47(4), 48(1), 49(2) or 50(1) or (3), any records retained by a party to the agreement under subsection (1) shall be transferred to the person or body that, under the agreement, will enforce this Part. (3) A person or body that holds records under this section shall make such records as are prescribed by the regulations available to the public.
		OENV-CI.Wt.-4 — Offence Prosecutions — Limitation Period	Clean Water Act, 2006, S.O. 2006, c. 22, s. 106(11)	Event + 2 years (Event = Later of: Day offence committed or: day evidence first came to attention of risk management official, inspector or person under s. 88 inspection)	106.(11) A proceeding under this section shall not be commenced more than two years after the later of the following days: 1. The day on which the offence was committed. 2. The day on which evidence of the offence first came to the attention of a risk management official, a risk management inspector or a person who enters property under section 88.
		OENV-CI.Wt.-11 — Source Protection Committees — Meeting Minutes	Source Protection Committees Regulation, under the Clean Water Act, 2006, O. Reg. 288/07, s. 20	Not specified “shall keep”	20. A source protection committee shall keep minutes of its meetings and shall publish the minutes on the Internet.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-CI.Wt.-14 — Source Protection Committees — Assessment Report Records	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 11(1); as am. O. Reg. 246/10, s. 7(1)	Event + 15 years (Event = Later of: Date record created or acquired; or: date assessment report approved by Director)	11.(1) A source protection committee shall retain every record that it creates or acquires for the purpose of preparing or updating an assessment report for a period of 15 years after the later of the following dates: 1. The date the record is created or acquired. 2. The date the assessment report is approved by the Director under section 17 or 19 of the Act.
		OENV-CI.Wt.-16 — Source Protection Committees — Source Protection Plan Records	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 20	Event + 15 years (Event = Later of: Date record created or acquired; or: date plan approved by Minister)	20. A source protection committee shall retain every record that it creates or acquires for the purpose of preparing or amending a source protection plan for a period of 15 years after the later of the following dates: 1. The date the record is created or acquired. 2. The date the source protection plan is approved by the Minister under section 29 of the Act.
		OENV-CI.Wt.-18 — Source Protection Committees — Risk Management Plans	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 1, (2) par. 1; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date plan ceases to be in effect)	53.(1) The following records are prescribed for the purposes of subsection 54(1) of the Act: 1. Every risk management plan agreed to or established for any part of the source protection area for which the risk management official has jurisdiction under Part IV of the Act and amendments to those plans. (2) For the purposes of subsection 54(1) of the Act, the period of time for which a record shall be retained is determined by the following rules: 1. A risk management plan described in paragraph 1 of subsection (1) shall be retained for 15 years from the date the plan ceases to be in effect.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-CI.Wt.-19 — Source Protection Committees — Notices / Orders	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 2, (2) par. 2; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date notice or order issued)	53.(1) The following records are prescribed for the purposes of subsection 54(1) of the Act: . . 2. Every notice and every order issued by a person or body referred to in sections 47 to 50 of the Act who is responsible for enforcing Part IV of the Act. (2) For the purposes of subsection 54(1) of the Act, the period of time for which a record shall be retained is determined by the following rules: . . 2. A notice or order described in paragraph 2 of subsection (1) shall be retained for 15 years from the date the notice or order is issued.
		OENV-CI.Wt.-20 — Source Protection Committees — Risk Assessments	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 3, (2) par. 3; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date of acceptance)	53.(1) The following records are prescribed for the purposes of subsection 54(1) of the Act: . . 3. Every risk assessment submitted to the risk management official under subsection 60(1) of the Act. (2) For the purposes of subsection 54(1) of the Act, the period of time for which a record shall be retained is determined by the following rules: . . 3. A risk assessment described in paragraph 3 of subsection (1) shall be retained for 15 years from the date of acceptance.
		OENV-CI.Wt.-21 — Source Protection Committees — Acceptances of Risk Assessments	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 4, (2) par. 4; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date of acceptance)	53.(1) The following records are prescribed for the purposes of subsection 54(1) of the Act: . . 4. Every acceptance of a risk assessment by the risk management official under subsection 60(2) of the Act. (2) For the purposes of subsection 54(1) of the Act, the period of time for which a record shall be retained is determined by the following rules: . . 4. An acceptance of a risk assessment described in paragraph 4 of subsection (1) shall be retained for 15 years from the date of acceptance.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-CI.Wt.-22— Source Protection Committees — Enforcement and Administration Records	General Regulation, under the Clean Water Act, 2006, O. Reg. 287/07, s. 53(1) par. 5, (2) par. 5; as am. O. Reg. 246/10, s. 12	Event + 15 years (Event = Date acquired or created)	53.(1) The following records are prescribed for the purposes of subsection 54(1) of the Act:. . . 5. Any other record that is acquired or created by a person or body referred to in sections 47 to 50 of the Act who is responsible for enforcing Part IV of the Act for the purposes of administering that Part. (2) For the purposes of subsection 54(1) of the Act, the period of time for which a record shall be retained is determined by the following rules:. . . 5. A record described in paragraph 5 of subsection (1) shall be retained for 15 years from the date the record is acquired or created.
g017 Consumer Protection Act, 2002 2 years		OBS-Cn.Pr02-2 — Offence Prosecutions — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 116.(6)	Event + 2 years (Event = Facts first became known to Director)	116.(6) No proceeding under this section shall be commenced more than two years after the facts upon which the proceeding is based first came to the knowledge of the Director.
		OBS-Cn.Pr02-4 — Unsolicited Goods Refunds — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 13(6)	Event + 1 year (Event = Made payment)	13.(6) If a supplier has received a payment in respect of unsolicited goods or services, the consumer who made the payment may demand a refund of the payment in accordance with section 92 within one year after having made the payment.
		OBS-Cn.Pr02-6 — Illegal Fees Refund — Limitation Period	Consumer Protection Act, 2002, S.O. 2002, c. 30, Sched. A, s. 98(1)	Event + 1 year (Event = Made payment)	98.(1) If a supplier has charged a fee or an amount in contravention of this Act or received a payment in contravention of this Act, the consumer who paid the charge or made the payment may demand a refund by giving notice in accordance with section 92 within one year after paying the charge or making the payment.

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g018 Corporations Tax Act 10 year limitation		OF-Corp.Tx.-1 — Small Business Development Corporation — Accounting Books and Records	Corporations Tax Act, R.S.O. 1990, c. C.40, s. 94	Not specified “shall keep”	94.(1) Every corporation that is required by this Act to pay taxes shall keep records and books of account, including an annual inventory kept in the same manner as is required for purposes of the Income Tax Act (Canada) and the regulations made thereunder at its permanent establishment in Ontario or at such other place as is designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act to be determined. (2) Where a corporation has failed to keep adequate records and books of account for the purpose of this Act, the Minister may require the corporation to keep such records and books of account as he or she specifies and the corporation shall thereafter keep records and books of account as so required. (3) Every corporation required by this section to keep records and books of account shall, until written permission for their disposal is obtained from the Minister, retain every such record or book of account and every account or voucher necessary to verify the information in any such records or books of account.
		OF-Corp.Tx.-4 — Corporations Tax Offence Prosecutions — Limitation Period	Corporations Tax Act, R.S.O. 1990, c. C.40, s. 97	Event + 6 years (Event = Time matter of information arose)	97. An information in respect of an offence against this Act shall be laid within six years of the time when the matter of the information arose.
		OF-Corp.Tx.-13 — Re-Assessments of Canadian-Controlled Private Corporations — Limitation Period	Corporations Tax Act, R.S.O. 1990, c. C.40, s. 80.(10)(b); as am. S.O. 1994, c. 14, s. 38.(1); as am. S.O. 2004, c. 16, s. 2.(2)	Event + 4 years (Event = Day of mailing of notice of original assessment or notification of no tax due)	80.(10) For the purposes of this section, the normal re-assessment period for a corporation in respect of a taxation year is, . . . (b) in any other case, the period that ends four years after the day of mailing of a notice of an original assessment in respect of the corporation for the year or the day of mailing of a notification that no tax is payable by the corporation for the year.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OF-Corp.Tx.-20 — Interest and Penalties — Ministerial Remissions / Re-Assessments — Limitation Period	Corporations Tax Act, R.S.O. 1990, c. C.40, s. 109.1.(2); as end. S.O. 2007, c. 11, Sched. B, s. 2.(18)	Event + 10 years (120 months)(Event = End of taxation year remission relates to)	109.1(1) The Minister may remit all or part of any interest and penalties otherwise payable under this Act by a corporation in respect of a taxation year beginning on or after January 1, 2008 and, despite s. 80, may make any assessment or reassessment of the interest and penalties payable by the corporation that is necessary to take into account the remission 109.1(2) No remission under subsection (1) may be granted and no assessment or reassessment referred to in subsection (1) may be made more than 120 months after the end of the taxation year to which the remission relates.
g019 Courts of Justice Act - Garnishment 6 years	561	OJPP-Cr.Js.-33 — Notice of Garnishment Extension Orders — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.1); as am. O. R. 393/09, s. 20	Event + 6 years (Event = Order made; unless leave of court)	20.08(2.1) If more than six years have passed since the order was made, or if its enforcement is subject to a condition, a notice of garnishment may be issued only with leave of the court. (1).
	562	OJPP-Cr.Js.-34 — Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.2),(2.3); as am. O. R. 393/09, s. 20	Event + 1 year (Event = Date order granting leave to issue made)	20.08(2.2) If a notice of garnishment is not issued within one year after the date on which an order granting leave to issue it is made, (a) the order granting leave ceases to have effect; and (b) a notice of garnishment may be issued only with leave of the court on a subsequent motion. (2.3) A notice of renewal of garnishment may be issued under subrule (5.3) without leave of the court before the original notice of garnishment or any subsequent notice of renewal of garnishment expires.
	563	OJPP-Cr.Js.-35 — Notices of Garnishment — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(5.1),(5.2); as am. O. R. 393/09, s. 20	Event + 6 years (Event = Date of issue or from each renewal)	20.08(5.1) A notice of garnishment remains in force for six years from the date of its issue and for a further six years from each renewal. (5.2) A notice of garnishment may be renewed before its expiration by filing with the clerk of the court in which the notice of garnishment was issued a notice of renewal of garnishment (Form 20E.1), together with an affidavit for enforcement request (Form 20P).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g020 Courts of Justice Act – Mediation & Family Law		OJPP-Cr.Js.-10 — Local Mediation Committees — Mediators Lists	Rules of Civil Procedures, under the Courts of Justice Act, R.R.O. 1990, Reg. 194, r. 24.1.07(1), (4)(a); as am. O. R. 453/98, s. 1; as am. O. Reg. 438/08, s. 46	Not specified “shall keep”	24.1.07(1) There shall be a local mediation committee in each county named in subrule 24.1.04.(1). (4) Each committee shall, (a) compile and keep current a list of mediators for the purposes of subrule 24.1.08.(1), in accordance with guidelines approved by the Attorney General;
		OJPP-Cr.Js.-13 — Questioning Records/ Exhibits	Family Law Rules, under the Courts of Justice Act, O. Reg. 114/99, r. 20(15)	Not specified “shall keep”	20.(15) A commissioner authorized under subrule (14) shall, (a) supervise the questioning according to the terms of the court’s authorization, these rules and Ontario’s law of evidence, unless the law of the place where the questioning is to be held requires some other manner of questioning; (b) make and keep a copy of the record of the questioning and, if possible, of the exhibits, if any; (c) deliver the original record, any exhibits and the authorization to the clerk who issued it; and (d) notify the party who asked for the questioning that the record has been delivered to the clerk.
g021 Destruction of Court Record At the directions of Deputy AG and approval of court		OJPP-Cr.Js.-1 — Destruction of Court Record	Courts of Justice Act, R.S.O. 1990, c. C. 43, s. 74; as re-en. S.O. 2006, c. 21, Schedule A, s. 14	Event = Dispose of in accordance with directions of Deputy AG and approval of court	74. Documents and other materials that are no longer required in a court office shall be disposed of in accordance with the directions of the Deputy Attorney General, subject to the approval of, (a) in the Court of Appeal, the Chief Justice of Ontario; (b) in the Superior Court of Justice, the Chief Justice of the Superior Court of Justice; (c) in the Ontario Court of Justice, the Chief Justice of the Ontario Court of Justice.

g022		OHTR	Highway Traffic Act, R.S.O. 1990, c. H.8 S. 205	Shall be kept	<p>205 (1) The Registrar shall, supply of accident report forms</p> <p>(a) prepare and supply to police officers and other persons and organizations blank forms approved by the Minister for accident and other reports which shall call for the particulars concerning accidents, the person involved and the extent of the personal injuries and property damage, if any, resulting therefrom, and the other information that may be required by the regulations;</p> <p>investigation of accidents</p> <p>(b) make the investigation of, and call for the written reports concerning, motor vehicle accidents, traffic conditions and other matters that he or she may consider necessary and proper and for that purpose may require the assistance of any police officer;</p> <p>keeping of records</p> <p>(c) keep,</p> <p>(i) a record of all motor vehicle accidents in Ontario, reported to him or her or concerning which he or she procures information,</p> <p>(ii) a record of all convictions for offences under this Act or under the provisions of the Criminal Code (Canada) relating to driving on highways, reported to him or her under section 210, and of the other convictions that he or she may consider proper,</p> <p>(iii) a record of all licences, permits and CVOR certificates issued, renewed, suspended, revoked, cancelled or revived under this Act,</p> <p>(iii.0.1) a record of all administrative penalties imposed under section 21.1,</p> <p>(iii.1) a record of all safety records for operators determined under clause 22 (1) (h) and a record of all safety ratings assigned to operators under section 17.1,</p> <p>(iii.2) a record of all information relating to the International Registration Plan that is received by the Ministry,</p> <p>(iv) a record of all unsatisfied judgments rendered against persons holding owners' permits or drivers' licences under this Act, or non-residents reported to him or her pursuant to this Act,</p> <p>(v) an operating record of every driver, which record shall show all reported convictions of the driver for a contravention of any provision of any statute relating to the operation of motor vehicles, and all reported unsatisfied judgments against the person for any injury or damage caused by the person while operating a motor vehicle and all accidents in which the records of the</p>
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					<p>Registrar indicate the driver has been involved, and the other information that the Registrar may consider proper,</p> <p>(vi) an operating record of every conviction of every CVOR certificate holder and the holder's agents and employees that is reported to the Registrar under section 210 and the other convictions, whether or not the certificate holder was the person convicted, that the Registrar considers useful for the purpose of the administration and enforcement of this Act, and</p> <p>(vii) the other records that he or she may be directed to keep by the Minister;</p> <p>accident and traffic statistics</p> <p>(d) develop adequate uniform methods of accident and traffic statistics, and study accident causes and trends, traffic problems and regulations; annual report for Minister</p> <p>(e) prepare for the Minister an annual report showing the results of the reporting, collection, analysis and study, and embodying his or her recommendations for the prevention of motor vehicle accidents and the solution of traffic problems, and the report shall be printed and published forthwith upon completion. R.S.O. 1990, c. H.8, s. 205; 1996, c. 33, s. 16; 2002, c. 17, Sched. F, Table; 2002, c. 22, s. 100; 2014, c. 9, Sched. 2, s. 45.</p> <p>Record keeping</p> <p>(2) The records kept under this section shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. 1993, c. 31, s. 2 (8).</p>

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g026 Courts Cash Books Audit completed and end of current year + 3 years		CD-6 — Cash Books	Ministry of the Attorney General, POA Information Services website	Audit completed and end of current year + 3 years	Attorney General Schedule # CD-6 Cash Books Includes: RICO and RICM 2208 Receivable Summary RICO and RICM 2200 Receivable Analysis RICO and RICM 2210 Payable Summary RICO and RICM 2202 Payable Analysis RICM 2212 POA Liability Summary RICM 2204 POA Liability Analysis RICM2214 Home Court Payment Report RICO 2000 Daily Cash Receipts Journal RICO 2010 List of Fines Paid RICO 2070 Transfer Journal RICO 0270 Balance Statement RICO 2030 Daily General Adjustments RICO 2020 Daily Cash Disbursement Journal RICO 0230 Daily Bank Deposit RICO 1040 Offence Change Journal RICO 1240 Unmatched Payment Report Bank Deposit Slips Bank Statements Daily Cash Count Sheets
g027 Courts A/R Write-off Current year + 37 years		CD-16 — A/R Write-off	Ministry of the Attorney General, POA Information Services website	Current year + 37 years	Attorney General Schedule # CD CD-16 A/R Write-off Includes: RICO 2218 Monthly Write-off Audit Report Unpaid Part 1 Certificates of Offence and Part III informations which have been assigned without codes

Commented [WS1]: Cannot open POA website

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g028 Search Warrants 40 years with archival selection		CD-17 — Search Warrants	Ministry of the Attorney General, POA Information Services website	40 years with archival selection	Attorney General Schedule # CD CD-17 Search Warrants Includes records used to obtain Search Warrants
g029 Reporters Records Current year + 6 years with archival selection		CR-3R1 (5A) — Reporters Records	Ministry of the Attorney General, POA Information Services website	Current year + 6 years with archival selection	Attorney General Schedule # CD CR-3R1 (5A) Reporters Records Includes: Court Reporters Notes Court Tapes and Recordings JP Intake Sign-In logs JP Intake tapes and recordings

<p>g033</p> <p>Electronic Commerce Act, 2000</p> <p>Electronic format admissible with conditions</p>	<p>515</p>	<p>OC-El.Cm.-1 — Electronic Information/Documents</p>	<p>Electronic Commerce Act, 2000, S.O. 2000, c. 17, s. 8; as am. S.O. 2019, c. 7, Sched. 49, s. 10; s. 12</p>	<p>Event = requirement that an original document be provided, retained or examined is satisfied by the provision, retention or examination of an electronic document</p>	<p>8.(1) A legal requirement that an original document be provided, retained or examined is satisfied by the provision, retention or examination of an electronic document if,</p> <p>(a) there exists a reliable assurance as to the integrity of the information contained in the electronic document from the time the document to be provided, retained or examined was first created in its final form, whether as a written document or as an electronic document; and</p> <p>(b) in a case where the original document is to be provided to a person, the electronic document that is provided is accessible by the person so as to be usable for subsequent reference and capable of being retained by the person.</p> <p>(2) For the purposes of clause (1)(a),</p> <p>(a) the criterion for assessing integrity is whether the information has remained complete and unaltered, apart from the introduction of any changes that arise in the normal course of communication, storage and display;</p> <p>(b) whether an assurance is reliable shall be determined in light of all the circumstances, including the purpose for which the document was created.</p> <p>(3) Subsection (1) is subject to section 16. 2000, c. 17, s. 8 (3).</p> <p>.....</p> <p>12.(1) A legal requirement to retain a document that is originally created, sent or received in written form is satisfied by the retention of an electronic document if,</p> <p>(a) the electronic document is retained in the same format as the one in which the written document was created, sent or received, or in a format that accurately represents the information contained in the written document;</p> <p>(b) the information in the electronic document will be accessible so as to be usable for subsequent reference by any person who is entitled to have access to the written document or who is authorized to require its production.</p> <p>(2) A legal requirement to retain a document that is originally created, sent or received electronically is satisfied by the retention of an electronic document if,</p> <p>(a) the electronic document is retained in the format in which it was created, sent or received, or in a format that accurately represents the information contained in the document that was originally created, sent or received;</p> <p>(b) the information in the electronic document that is retained will be accessible so as to be usable for subsequent reference by any person who is</p>
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					entitled to have access to the document that was originally created, sent or received, or who is authorized to require its production; and (c) where the electronic document was sent or received, information, if any, that identifies its origin and destination and the date and time when it was sent or received is also retained. (3) A legal requirement described in subsection (2) is satisfied despite non-compliance with clause (2)(c) if the electronic document was retained before the day this Act comes into force.
g034 Employer Health Tax Act 6 years	150	OLA-EHT-1 — Employer Health Tax Act Offence Prosecutions — Limitation Period	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37.	Event + 6 years (Event = Date offence was/alleged committed)	37. Proceedings for an offence under this Act or the regulations shall not be commenced after six years after the date on which the offence was, or is alleged to have been, committed.
	410	OLA-EHT-2 — Employer Health Tax Refunds — Limitation Period	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 6.(1)(b); as am. S. O. 1994, c. 8, s. 6.(1); as am. S. O. 2001, c. 23, s. 75.	Event + 4 years (Event = day return required to be delivered)	6.(1) If the return required to be delivered by a taxpayer under this Act is delivered within four years from the day the return is required to be delivered under section 5, . . . (b) the Minister shall refund the amount the Minister determines under subsection 8(1) to be an over-payment made on account of the tax payable under this Act for the year if the taxpayer applies in writing to the Minister for the refund within four years after the day on which the return was required to be delivered under section 5.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	151	OLA-EHT-3 — Health Tax – Tax Assessments - Limitation Period	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8.(1).	Event + 4 years (Event = four years from the later of the day on which the return required under this Act to be delivered was received by the Minister and the day the return was required to be delivered)	8.(1) The Minister may assess the tax, interest or penalties payable in respect of a year under this Act, (a) at any time, if the taxpayer or person delivering the return for the year under this Act, (i) has made any misrepresentation that is attributable to neglect, carelessness or wilful default, or has committed any fraud, in delivering the return or in supplying any information under this Act or in omitting to disclose any information, or (ii) has filed with the Minister a waiver in a form approved by the Minister on or before the expiry of the time provided in clause (b); and (b) within four years from the later of the day on which the return required under this Act to be delivered was received by the Minister and the day the return was required to be delivered to the Minister.

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	149	OLA-EHT-4 — Employer Health Tax — Accounting Records	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 12; as am. S. O. 1994, c. 8, s. 13; as am. S. O. 2004, c. 16, Sched. D, Table; s. 33; as am. S.O. 2009, c. 18, Sched. 11, s. 3.	Not specified “shall keep in Ontario”	<p>12.(1) Every person who is or was an employer with a permanent establishment in Ontario shall keep records and books of account in Ontario or at such other place as may be approved by the Minister.</p> <p>(2) Every person required by subsection (1) to keep records and books of account shall keep the records and books of account in such form and containing such information as will enable the Minister to determine that this Act and the regulations have been complied with.</p> <p>(3) The Minister may require a person who has failed to keep records and books of account that comply with subsections (1) and (2) to keep such records and books of account as the Minister specifies.</p> <p>(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.</p> <p>.....</p> <p>33.(1) Every person who fails to keep records and books of account in accordance with this Act and the regulations is guilty of an offence.</p> <p>(2) Every person who fails to keep such records and books of account as the Minister specifies under subsection 12.(3) is guilty of an offence.</p> <p>(3) Every person who fails to retain records, books of account and source documents required by this Act until permission for disposal is given by the Minister is guilty of an offence.</p> <p>(4) Every person who is guilty of an offence under subsection (1), (2) or (3) is liable on conviction to a fine of not less than \$50 and not more than \$500 for each day or part of a day on which the offence occurs or continues</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g035 Employment Standards Act, 2000 3 years	381	OHR-Em.St2000-2 —Employers — Employee Name and Address Records	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 1, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = Date employee ceased to be employed by employer) (S.O. 2000, c. 41, s. 15.(5) par. 1)	15.(1) An employer shall record the following information with respect to each employee, including an employee who is a home-worker: 1. The employee's name and address. 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.
	382	OHR-Em.St2000-3 —Employers — Employee Records / Date of Birth	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 2, 15.(5) par. 2; s. 16; as am. S. O. 2004, c. 21, s. 3.	Event + 3 years (Event = Earliest of: Employee's 18th birthday or: date employee ceased to be employed by employer) (S.O. 2000, c. 41, s. 15(5) par. 2)	15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker: 2. The employee's date of birth, if the employee is a student and under 18 years of age. 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: ... 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer. 16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	383	OHR-Em.St2000-4 —Employers — Employment Records / Date Employment Started/Scheduling Changes Information	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 3, (5) par. 1; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 11	Event + 3 years (Event = Date employee ceased to be employed by employer) (S.O. 2000, c. 41, s. 15.(5) par. 1)	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker: . . .</p> <p>3. The date on which the employee began his or her employment.</p> <p>3.1 The dates and times that the employee worked.</p> <p>3.2 If the employee has two or more regular rates of pay for work performed for the employer and, in a work week, the employee performed work for the employer in excess of the overtime threshold, the dates and times that the employee worked in excess of the overtime threshold at each rate of pay.</p> <p>.....</p> <p>(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.</p> <p>.....</p> <p>16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OHR-Em.St2000-5 — Employers — Employee Number of Hours Worked Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 4, (3), (5) par. 3, 4; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 8(4) to (6)	Event + 3 years (Event = Date (day or week) to which information relates)	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a home-worker: . . .</p> <p>4. The number of hours the employee worked in each day and each week.</p> <p>(3) An employer is not required to record the information described in paragraph 3.1 or 4 of subsection (1) with respect to an employee who is paid a salary if,</p> <p>(a) the employer records the number of hours in excess of those in his or her regular work week and,</p> <p>(i) the number of hours in excess of eight that the employee worked in each day, or</p> <p>(ii) if the number of hours in the employee's regular work day is more than eight hours, the number in excess; or</p> <p>(b) sections 17 to 19 and Part VIII (Overtime Pay) do not apply with respect to the employee.</p> <p>.</p> <p>(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: . . .</p> <p>3. For information referred to in paragraph 3.1, 3.2 or 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates.</p> <p>4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.</p> <p>.</p> <p>16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>

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		OHR-Em.St2000-6 — Employers — Wage Statements and Termination Pay Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1 par. 5; s. 15.5 par. 4; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 8(3)	Event + 3 years (Event = Information given to employee)	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a home-worker: . . .</p> <p>5. The information contained in each written statement given to the employee under subsection 12(1), section 12.1, subsections 27(2.1), 28(2.1), 29(1.1) and 30(2.1) and clause 36(3)(b).</p> <p>.....</p> <p>(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.</p> <p>2. For information referred to in paragraph 2 of subsection (1), the earlier of,</p> <p>i. three years after the employee's 18th birthday, or</p> <p>ii. three years after the employee ceased to be employed by the employer.</p> <p>3. For information referred to in paragraph 3.1, 3.2 or 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates.</p> <p>4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.</p> <p>.....</p> <p>16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OHR-Em.St2000-8 — Employers — Leave Notices, Certificates, Correspondence and Documents	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7); as am. S.O. 2006, c. 13, s. 3(1); as am. S.O. 2007, c. 16, Sched. A, s. 2; as am. S.O. 2017, c. 22, Sched. 1, s. 8(7), (8); as am. S.O. 2020, c. 3, s. 2; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2009, c. 16, s. 1; as am. S.O. 2018, c. 14, Sched. 1, s. 4	Event + 3 years (Event = Day leave expired.)	<p>15. (7) An employer shall retain or arrange for some other person to retain all notices, certificates, correspondence and other documents given to or produced by the employer that relate to an employee taking pregnancy leave, parental leave, family medical leave, organ donor leave, family caregiver leave, critical illness leave, child death leave, crime-related child disappearance leave, domestic or sexual violence leave, sick leave, family responsibility leave, bereavement leave, emergency leave during a declared emergency or an infectious disease emergency or reservist leave for three years after the day on which the leave expired.</p> <p>....</p> <p>16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>

		OHR-Em.St2000-11 — Employers — Vacation Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1(1), (2), (4), (5); as am. S.O. 2002, c. 18, Sched. J, s. 3(9); as am. S.O. 2017, c. 22, Sched. 1, s. 9(3)	5 years	<p>15.1(1) An employer shall record information concerning an employee's entitlement to vacation time and vacation pay in accordance with this section.</p> <p>(2) The employer shall record the following information:</p> <ol style="list-style-type: none"> 1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year. 2. The amount of vacation time that the employee earned during the vacation entitlement year. 3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year. 4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year. 4.1 The amount of vacation pay that the employee earned during the vacation entitlement year and how that amount was calculated. 5. The amount of vacation pay paid to the employee during the vacation entitlement year. 6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate. <p>.....</p> <p>(4) The employer shall record information under this section by a date that is not later than the later of,</p> <p>(a) seven days after the start of the next vacation entitlement year or the first vacation entitlement year, as the case may be; and</p> <p>(b) the first pay day of the next vacation entitlement year or of the first vacation entitlement year, as the case may be.</p> <p>(5) The employer shall retain or arrange for some other person to retain each record required under this section for five years after it was made.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OHR-Em.St2000-22 — Excess Work Hours Employer Employee Agreements	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.(8), 16; as am. S.O. 2004, c. 21, s. 2, 3	Event + 3 years (Event = Last day work performed under agreement)	15 (8) An employer shall retain or arrange for some other person to retain copies of every agreement that the employer has made with an employee permitting the employee to work hours in excess of the limits set out in subsection 17 (1) for three years after the last day on which work was performed under the agreement. 16. An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.

		OHR-Em.St2000-26 — Vacation Stubs / Record	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1.(2), (3), (5), 41.1.(1), (4); as am. S.O. 2002, c. 18, Schedule J, ss. 3.(9), (21); as am. S.O. 2017, c. 22, Sched. 1, s. 9(1) to (3)	3 years after record was made	<p>15.1 (2) The employer shall record the following information:</p> <ol style="list-style-type: none"> 1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year. 2. The amount of vacation time that the employee earned during the vacation entitlement year. 3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year. 4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year. 4.1 The amount of vacation pay that the employee earned during the vacation entitlement year and how that amount was calculated. 5. The amount of vacation pay paid to the employee during the vacation entitlement year. 6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate. 2002, c. 18, Sched. J, s. 3 (9); 2017, c. 22, Sched. 1, s. 9 (1). <p>.....</p> <p>(5) The employer shall retain or arrange for some other person to retain each record required under this section for three years after it was made.</p> <p>.....</p> <p>41.1(1) An employee is entitled to receive the following statements on making a written request:</p> <ol style="list-style-type: none"> 1. After the end of a vacation entitlement year, a statement in writing that sets out the information contained in the record the employer is required to keep under subsection 15.1.(2). 2. After the end of a stub period, a statement in writing that sets out the information contained in the record the employer is required to keep under subsection 15.1.(3). <p>.....</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					(4) The employer is not required to provide a statement to an employee more than once with respect to a vacation entitlement year or stub period.
g036		OHR-Em.St2000-27 — Job Postings	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1.(2), (3), (5), 41.1.(1), (4); as am. S.O. 2002, c. 18, Schedule J, ss. 3.(9), (21); as am. 2024, c. 3, Sched. 2, s. 7 (1).	3 years	(7.1) An employer shall retain or arrange for some other person to retain copies of every publicly advertised job posting within the meaning of Part III.1 and any associated application form for three years after access to the posting by the general public is removed. 2024, c. 3, Sched. 2, s. 7 (1).
g037 Environmental Protection Act – Waste & waste transportation (excludes hazardous waste and compost) 2 years	238	OENV-Ev.Pr.-22 — Generators — Waste Disposal Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 18(8), (9)	2 years	18.(8) Every generator shall keep a record of the subject waste disposed of at the waste generation facility including the name, waste number, quantity and disposition of the waste. (9) A record referred to in subsection (8) may be disposed of after two years.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	235	OENV-Ev.Pr.-23 — Receivers — Waste Transportation Manifests Copy / Electronic Copy	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 23(5)(a), (c), (5.1); as am. O. Reg. 501/01, s. 7(4); as am. O. Reg. 337/09, s. 13(2)	2 years; at receiving facility or head office of receiver	23. (5) The following rules apply with respect to every carrier who is the operator of a waste transportation system that is subject to an environmental compliance approval to operate as a dust suppression waste management system: 1. The carrier may deposit for the purposes of dust suppression, in accordance with the approval, dust suppressant at a dust suppression site designated in the approval. 2. The carrier shall, as quickly as is reasonably possible following completion of the deposit, submit, through the Registry, the receiver manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 10 (2).
		OENV-Ev.Pr.-197 — Landfilling Site Owner / Operators — Operations Daily Records	Land-filling Sites Regulation, under the Environmental Protection Act, O. Reg. 232/98, s. 20	2 years	20. The owner and the operator of a landfilling site shall ensure that daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made.
		OENV-Ev.Pr.-201 — Waste Management System Operators — Hauled Sewage Daily Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 16(5)(a), (c); as am. O. Reg. 157/98, s. 6(2)	Event + 2 years (Event = End of calendar year records relate to)	16.(5) The operator of a waste management system for hauled sewage shall, (a) keep daily records of the premises from which hauled sewage is collected and the amounts of sewage collected from those premises; (b) keep daily records of the disposal site or disposal sites at which hauled sewage is discharged or disposed of and the amounts of hauled sewage discharged or disposed of at those sites; and (c) keep the daily records required by clauses (a) and (b) available for review by the Director, as the Director may require, for a period of at least two years after the calendar year to which the records relate.

	240	OENV-Ev.Pr.-26 — Generators — Waste Transportation Manifests	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 20, ss. 23.1	Event + 2 years (Event = two years after the hazardous waste is received by the consignee.)	<p>20. Every carrier shall, on or before January 31, 2023, dispose of every unused paper manifest that was supplied to the carrier and shall report in writing to the Director the number of each paper manifest disposed of on or before that date. O. Reg. 324/22, s. 7.</p> <p>.....</p> <p>23. (1) This section applies where a generator transfers subject waste in Ontario to a waste transportation system for transport to a receiving facility in Ontario and, for the purpose of this section, “generator” includes a carrier to whom subsection 22 (2) applies. R.R.O. 1990, Reg. 347, s. 23 (1).</p> <p>(2) No generator shall transfer subject waste to a waste transportation system unless, for each truckload or part thereof transferred, at the time of the transfer,</p> <p>(a) the generator submits, through the Registry, the generator manifest information required in the Manual and this Regulation; and</p> <p>(b) the carrier submits, through the Registry, the carrier manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 10 (1).</p> <p>(2.1) Revoked: O. Reg. 324/22, s. 10 (1).</p> <p>(3) A carrier may transfer subject waste,</p> <p>(a) with the specific approval of the Director, to another vehicle of the same waste transportation system, to a waste transportation system that is subject to an environmental compliance approval or to a specified receiving facility as mentioned in clause (b), (c) or (d) to alleviate a dangerous situation;</p> <p>(b) to a waste disposal site that is subject to an environmental compliance approval that authorizes acceptance of the waste;</p>
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					<p>(c) with the consent of the owner of the sewage works, to a sewage works in respect of which an environmental compliance approval has been issued and that is not in contravention of the approval; or</p> <p>(d) to a waste-derived fuel site having a combustion unit that is subject to an environmental compliance approval issued in respect of an activity mentioned in section 9 of the Act that authorizes acceptance and combustion of the waste. R.R.O. 1990, Reg. 347, s. 23 (3); O. Reg. 234/11, s. 24 (1-4).</p> <p>(4) No receiver shall accept subject waste from a carrier under subsection (3) unless, at the time of the transfer,</p> <p>(a) the carrier submits, through the Registry, the carrier manifest information required in the Manual and this Regulation and gives the receiver the number of the manifest on the Registry for that load of waste; and</p> <p>(b) the receiver submits, through the Registry, the receiver manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 10 (2).</p> <p>(5) The following rules apply with respect to every carrier who is the operator of a waste transportation system that is subject to an environmental compliance approval to operate as a dust suppression waste management system:</p> <p>1. The carrier may deposit for the purposes of dust suppression, in accordance with the approval, dust suppressant at a dust suppression site designated in the approval.</p> <p>2. The carrier shall, as quickly as is reasonably possible following completion of the deposit, submit, through the Registry, the receiver manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 10 (2).</p> <p>(5.1)-(8) Revoked: O. Reg. 324/22, s. 10 (2).</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-29 — Carriers — Waste Transportation Manifest	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 25(8); as am. O. Reg. 501/01, s. 9(8)	Keep at the depot for 2 years; Shall submit through the Registry	<p>Manifests — Carrier Requirements</p> <p>20. Every carrier shall, on or before January 31, 2023, dispose of every unused paper manifest that was supplied to the carrier and shall report in writing to the Director the number of each paper manifest disposed of on or before that date. O. Reg. 324/22, s. 7.</p> <p>20.1 (1) No carrier shall have possession of subject waste in Ontario unless the waste was accepted from a generator and a waste generation facility for which,</p> <ul style="list-style-type: none"> (a) the generator has submitted, through the Registry, a Generator Registration Report and any required supplementary Generator Registration Reports with respect to that facility and that particular subject waste, including the waste number for that particular subject waste; (b) the generator has been approved under section 27.1 to submit paper forms and, having submitted the required forms in compliance with that section, a generator registration document for that waste generation facility with a waste number for that particular subject waste has been posted on the Registry; or (c) a generator registration number has been assigned or a waste number has been accepted under subsection 18 (12). O. Reg. 324/22, s. 8. <p>(2) Subsection (1) does not apply in respect of subject waste,</p> <ul style="list-style-type: none"> (a) accepted from a generator to whom section 18 does not apply; or (b) accepted from outside Ontario for the purpose of being transported for transfer to a receiving facility outside Ontario. O. Reg. 501/01, s. 5. <p>21. (1) No carrier shall have possession of subject waste unless the carrier has, accompanying the waste, a manifest in respect of the waste, with the generator and carrier information completed in accordance with the Manual and this Regulation, except during a transfer while the manifest is being completed by a generator or receiver.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	241	OENV-Ev.Pr.-30 Waste Transportation System Operators — Waste Transportation Manifests	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 25(9), (10); as am. O. Reg. 501/01, s. 9(9); as am. O. Reg. 234/11, ss. 1(3), 25(4)	2 years	<p>20. Every carrier shall, on or before January 31, 2023, dispose of every unused paper manifest that was supplied to the carrier and shall report in writing to the Director the number of each paper manifest disposed of on or before that date. O. Reg. 324/22, s. 7.</p> <p>20.1 (1) No carrier shall have possession of subject waste in Ontario unless the waste was accepted from a generator and a waste generation facility for which,</p> <ul style="list-style-type: none"> (a) the generator has submitted, through the Registry, a Generator Registration Report and any required supplementary Generator Registration Reports with respect to that facility and that particular subject waste, including the waste number for that particular subject waste; (b) the generator has been approved under section 27.1 to submit paper forms and, having submitted the required forms in compliance with that section, a generator registration document for that waste generation facility with a waste number for that particular subject waste has been posted on the Registry; or (c) a generator registration number has been assigned or a waste number has been accepted under subsection 18 (12). O. Reg. 324/22, s. 8.
	237	OENV-Ev.Pr.-31 — Generator — Waste Transportation Manifests	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 27(5), (5.1); as am. O. Reg. 501/01, s. 11(3)	Generator submits	<p>23. (2) No generator shall transfer subject waste to a waste transportation system unless, for each truckload or part thereof transferred, at the time of the transfer,</p> <ul style="list-style-type: none"> (a) the generator submits, through the Registry, the generator manifest information required in the Manual and this Regulation; and (b) the carrier submits, through the Registry, the carrier manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 11.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-32 — Carriers — Waste Transportation Manifests	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 27(6); as am. O. Reg. 501/01, s. 11(5)	Carrier submits	<p>23. (1) This section applies where a generator transfers subject waste in Ontario to a waste transportation system for transport to a receiving facility in Ontario and, for the purpose of this section, “generator” includes a carrier to whom subsection 22 (2) applies. R.R.O. 1990, Reg. 347, s. 23 (1).</p> <p>(2) No generator shall transfer subject waste to a waste transportation system unless, for each truckload or part thereof transferred, at the time of the transfer,</p> <ul style="list-style-type: none"> (a) the generator submits, through the Registry, the generator manifest information required in the Manual and this Regulation; and (b) the carrier submits, through the Registry, the carrier manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 10 (1). <p>....</p> <p>(4) No receiver shall accept subject waste from a carrier under subsection (3) unless, at the time of the transfer,</p> <ul style="list-style-type: none"> (a) the carrier submits, through the Registry, the carrier manifest information required in the Manual and this Regulation and gives the receiver the number of the manifest on the Registry for that load of waste; and (b) the receiver submits, through the Registry, the receiver manifest information required in the Manual and this Regulation. O. Reg. 324/22, s. 10 (2).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	330	OMUN-Ev.Pr.-3 — Municipal Waste Recycling Site Owners / Operators — Waste Records	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, Part IV, s. 23, 26, 27, 28.	Event + 2 years (Event = Event to which information relates; at site)	<p>23. Each operator and owner of a municipal waste recycling site shall ensure that the site is operated in accordance with the following requirements:</p> <p>26. A record shall be kept that includes information about,</p> <ul style="list-style-type: none"> i. the type, amount and sources of wastes accepted at the site, ii. the processing that the wastes received, any significant problems that occurred during the processing and any actions that were taken in response to such problems, iii. the types and amounts of residues, wastes and materials transferred from the site, the purposes for which they were transferred and the names of the persons to whom residues, wastes and materials, other than compost, were transferred. <p>27. Information in the record required under paragraph 26 shall be retained in the record for at least two years after the event to which the information relates.</p> <p>28. The record required under paragraph 26 shall be kept at the site unless,</p> <ul style="list-style-type: none"> i. the record is kept at another place in a municipality within which the site, or part of the site, is located, and the place is owned or controlled by the owner or operator of the site, and ii. the place the record is kept is set out on the signs required to be posted under paragraph 12. O. Reg. 101/94, s. 23.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g038 Environmental Protection Act – plans & authorizations Cease to apply + 2 years	328	OMUN-Ev.Pr.-1 — Municipal Waste Recycling Site Owners / Operators — Operating Plans	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 par. 23	Not specified “shall be kept at site”	23. An operating plan shall be kept at the site. The plan shall include, i. descriptions of the processes and equipment used including descriptions of how waste will be stored and handled, ii. information about the maximum amounts of waste that can be processed at the site, iii. information about the amounts of the residues that are expected after processing that cannot be recycled or reused, and iv. descriptions of the training planned for personnel.
	329	OMUN-Ev.Pr.-2 — Municipal Waste Recycling Site Owners / Operators — Vicinity Maps and Recycling Site Plans	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 par. 22.	Not specified “shall be kept at site”	23 (22) Maps of the vicinity and a site plan shall be kept at the site. The maps and site plan shall show, on the appropriate map or plan, services, buildings, processing units, roads, loading and unloading areas and storage areas.
	331	OMUN-Ev.Pr.-4 — Municipal Waste Recycling Site Owners / Operators — Emergency Response Plans	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 par. 24.	Not specified “shall be kept at site”	23 (24) Emergency response plans shall be kept at the site. There shall be emergency response plans addressing emergencies caused by fire, explosion, flood, spills, disruption of electrical service or anything else that might create an emergency situation at the site. Each plan shall include, i. descriptions of the procedures to be used, ii. information about the personnel who will be responsible, iii. descriptions of the emergency equipment and emergency communications systems, and iv. plans for notifying the appropriate governments and other persons and co-ordinating operations with them.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-376 — Hazardous Waste Disposal Generators / Operators — Chemical and Physical Testing Plans	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, 85; as am. O. Reg. 461/05, s. 21	Event + 2 years (Event = Subsection ceases to apply to person; at facility or site)	<p>85. (1) A generator or operator of a waste disposal site who treats waste in accordance with section 75, 76, 77, 78, 79, 82 or 83 shall develop and follow a written plan that requires regular and detailed chemical and physical testing of representative samples of the waste. O. Reg. 461/05, s. 21.</p> <p>(2) The person who develops the plan shall ensure that,</p> <p>(a) the plan includes requirements to ensure that the testing will provide all information necessary to treat the waste in accordance with section 75, 76, 77, 78, 79, 82 or 83, as the case may be;</p> <p>(b) the plan specifies the frequency with which testing will be conducted. O. Reg. 461/05, s. 21.</p> <p>(3) A person who develops a plan under subsection (1) shall keep a copy of the plan while that subsection applies to the person and for at least two years after that subsection ceases to apply to the person. O. Reg. 461/05, s. 21.</p> <p>(4) A person who is required to keep a copy of a plan under subsection (3) shall keep it at,</p> <p>(a) the waste generation facility, if the person is a generator, or</p> <p>(b) the waste disposal site, if the person is the operator of a waste disposal site. O. Reg. 461/05, s. 21.</p> <p>(5) The person who is required to follow a plan under subsection (1) shall make a record of the result of every test conducted in accordance with the plan. O. Reg. 461/05, s. 21.</p> <p>(6) A person who makes a record under subsection (5) shall keep the record for at least two years. O. Reg. 461/05, s. 21.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g039 Environmental Protection Act – Generator Registration Report Records 3 years		OENV-Ev.Pr.-363 — Waste Management Generators — Generator Registration Report Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 18(6.1); as am. O. Reg. 337/09, s. 9(2)	3 years; at waste generation facility	(6.1) A generator who submits a Generator Registration Report or a supplementary Generator Registration Report under this section shall make a record of all data, analysis and other information used in the preparation of the report and shall keep the record at one of the following locations for at least three years after the date subject waste is no longer produced, collected, handled or stored at the waste generation facility: 1. The waste generation facility. 2. The head office of the generator, if an electronic copy of the record may be accessed at the waste generation facility. O. Reg. 324/22, s. 5 (5). (6) If there is any change from the information submitted in a Generator Registration Report or a previous supplementary Generator Registration Report, the generator shall submit a supplementary Generator Registration Report, through the Registry, that contains the information required in the Manual and this Regulation within 15 days after the change. O. Reg. 324/22, s. 5 (4).
g040 Environmental Protection Act – composting 7 years	335	OMUN-Ev.Pr.-6 — Leaf / Yard Waste Composting Site Owners / Operators — Composting Mass Records	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 11.	Event + 3 years (Event = mass cured).	31. Each operator and owner of a leaf and yard waste composting site shall ensure that the site is operated in accordance with the following requirements: (11) A record containing information about each composting mass shall be kept. The information shall include the temperatures of the mass and when they were measured, when the mass was turned, information about the curing process and details about any significant problems that occurred during the composting or curing. Information about a composting mass shall be retained in the record for at least three years after the mass was cured.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	333	OMUN-Ev.Pr.-7 — Leaf / Yard Waste Composting Site Owners / Operators — Odour Complaints	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 13.	Not specified “shall be kept”	31. Each operator and owner of a leaf and yard waste composting site shall ensure that the site is operated in accordance with the following requirements: (13) A record of all complaints from members of the public about odours shall be kept together with a record of how each complaint was dealt with.
	334	OMUN-Ev.Pr.-8 — Leaf / Yard Waste Composting Site Owners / Operators — Compost Analysis Reports	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 17.	Event + 3 years (Event = analysis performed).	31. Each operator and owner of a leaf and yard waste composting site shall ensure that the site is operated in accordance with the following requirements: (17) A record shall be kept of the analyses of compost. Any laboratory reports received shall be kept as part of the record. A record of an analysis shall be kept for at least three years after the analysis is performed.

	518	OENV-Ev.Pr.- 418 — Emissions and Verification Reports and Other Greenhouse Gas Emissions / Biomass Documentation / Data / Facility Information and Logs	Greenhouse Gas Emissions Reporting, under the Environmental Protection Act, O. Reg. 452/09, s. 18; as am. O. Reg. 398/15,	Event + 7 years (Event = Year to which relates)	<p>18.(1) A person who is required to perform a quantification under this Regulation shall, in addition to complying with clause 4.10 of ISO 14064-3, keep the following documents and records in a paper or electronic format for a period of at least seven years after the year to which the information relates:</p> <ol style="list-style-type: none"> 1. A report prepared by the person under this Regulation. 2. A verification report prepared in respect of a report mentioned in paragraph 1. 3. A list of all units, processes, activities and operations that were taken into account in quantifying or estimating GHG emissions. 4. All records and documents used to quantify or estimate GHG emissions from each activity, categorized by process and fuel or material type. 5. If the person engages in electricity importation, NERC E-tags, power contracts, IESO settlement data and all other information needed to confirm the transactions. 5.1 Documentation of the process for collecting GHG emissions data. 6. A record showing any greenhouse gas quantifications and the quantification methods used. 7. A record showing all emission factors used for quantifications, including documentation for any site specific factors developed under the applicable standard quantification method. 8. All input data used for greenhouse gas estimates. 9. Documentation of biomass fractions for specific fuels. 10. All data submitted to the Director under this Regulation. 11. All quantifications made to fill in missing data. 12. Names and documentation of key personnel involved in quantifying and reporting on GHG emissions. 13. A log relating to each year, documenting all procedural changes made in data collection and calculations and changes to instrumentation for greenhouse gas estimations and quantifications. 14. If a measurement-based quantification method is used, <ol style="list-style-type: none"> i. a list of all emission points monitored, ii. collected monitoring data, iii. quality assurance and quality control information, iv. a detailed technical description of the continuous emissions monitoring system, including documentation of any findings and approvals by the Province,
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>v. raw and aggregated data from the continuous emissions monitoring system,</p> <p>vi. a log book showing all system down-times, calibrations, servicing and maintenance of the continuous emissions monitoring system, and</p> <p>vii. documentation of any changes in the continuous emissions monitoring system over time.</p> <p>15. Any other information that is required for verification of a report mentioned in paragraph 1.</p> <p>(2) If the Director requests a document or record mentioned in subsection (1), a person mentioned in subsection 2 (1) shall provide the document or record forthwith</p>
<p>g041</p> <p>Environmental Protection Act – Waste Management Operations</p> <p>5 years</p>	159	OENV-Ev.Pr.-33 — Well Security Fund Compensation — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 47(9).	Event + 6 months (Event = Director received notice or such longer period as determined by Director)	<p>47.(9) Where the water in any well, lake, river, pond, spring, stream, reservoir or other water or watercourse that any person takes for ordinary household purposes or for the watering of livestock, poultry, home gardens or lawns, or for the watering or irrigation of crops grown for sale, is rendered unfit for such use by reason of the operation of any well that is a waste disposal site, the person is entitled to be compensated out of the Fund so far as the Fund is sufficient for that purpose, having regard to any other charges thereon, if the person gives notice to the Director forthwith after becoming aware that the water has become rendered unfit and makes a claim therefor under subsection (10) within six months, or such longer period of time as may be determined by the Director, from the date that the Director received the notice that the water has been rendered unfit.</p>
		OENV-Ev.Pr.-369 — Waste Depot Owners / Operators — Inspection Reports	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 56.(3), (4); as am. O. Reg. 298/94, s. 1	2 years	<p>56.(3) Each operator and owner of a selected waste depot shall ensure that at the time of each inspection under subsection (1) the person performing the inspection legibly records his or her name, the date and the findings of the inspection.</p> <p>(4) Each operator and owner of a selected waste depot shall ensure that each record made at the depot under subsection (1) is kept at the depot during a period of two years after it is made.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-370 — Waste Depot Owners / Operators — Waste Reception Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 57.(1), (2); as am. O. Reg. 298/94, s. 1	2 years	57.(1) Each operator and owner of a selected waste depot shall ensure that each time selected waste is accepted at the depot, the person accepting the waste legibly records his or her name, the date, the name and address of the person who brought the waste to the depot and the type and approximate quantity of the waste. (2) Each operator and owner of a selected waste depot shall ensure that each record made at the depot under subsection (1) is kept at the depot during a period of two years after it is made.
		OENV-Ev.Pr.-371 — Waste Depot Owners / Operators — Waste Removal Agreements	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 58.(5); as am. O. Reg. 298/94, s. 1	Event + 2 years (Event = Termination or expiry of agreement; at depot)	58.(5) Each operator and owner of a selected waste depot shall ensure that a copy of an agreement under subsection (1) is kept at the depot during the term of the agreement and during a period of two years after the termination or expiry of the agreement.
		OENV-Ev.Pr.-372 — Waste Depot Owners / Operators — Date Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 59.(4); as am. O. Reg. 298/94, s. 1	2 years	59.(4) Each operator and owner of a selected waste depot shall ensure that any documents required under sections 56 to 58 to be kept at the depot on the date referred to in paragraph 2 of subsection (3) are available to provincial officers for inspection at an address in Ontario during a period of two years after that date.
		OENV-Ev.Pr.-377 — Hazardous Waste Disposal Generators / Operators — Chemical and Physical Testing Result Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 85.(5), (6); as am. O. Reg. 461/05, s. 21	2 years	85.(5) The person who is required to follow a plan under subsection (1) shall make a record of the result of every test conducted in accordance with the plan (6) A person who makes a record under subsection (5) shall keep the record for at least two years.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Ev.Pr.-24 — Waste Management Reports — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, ss. 29.1 (1), (3), 29.(2), (5), (6); as am. S.O. 1992, c. 1, s. 27	Event + 5 years (Event = making of report or such shorter period as report may specify)	<p>29.(2) A report mentioned in subsection (1) must include a statement of the reasons for the Minister's opinion.</p> <p>.....</p> <p>(5) Requirements in a report relating to waste from a source outside the boundaries of a municipality are binding on the municipality only during the five-year period following the making of the report or during such shorter period as the report may specify.</p> <p>(6) A report is an order for the purposes of Part XIV.</p> <p>.....</p> <p>29.(1) Where the Minister reports in writing to the clerk of a municipality that the Minister is of the opinion that it is necessary in the public interest that waste be collected or a waste management system or any part thereof be established, maintained, operated, improved, extended, enlarged, altered, repaired or replaced, it is not necessary to obtain the assent of the electors to any by-law for incurring a debt for any such purpose, and the municipality shall forthwith do every possible act and thing in its power to implement the report of the Minister within the time specified</p> <p>.....</p> <p>(3) A report may require a municipality,</p> <p>(a) to collect or transport such waste as is specified in the report, including such waste from such source outside the boundaries of the municipality as is specified in the report;</p> <p>(b) to accept, process or otherwise deal with such waste as is specified in the report, including such waste from such source outside the boundaries of the municipality as is specified in the report, in a waste management system or at a waste disposal site located in or owned, operated or controlled by the municipality.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Ev.Pr.-26 — Orders against Municipalities Becoming Owners by Foreclosures — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, ss. 168.13.(4), (5); as am. S.O. 2006, c. 19, Sched. K, s. 2.(7)	Earlier of: Event + 5 years (Event = municipality becomes owner) Or: Event = Municipality ceases to be owner	168.13(4) Subsection (1) only applies to the municipality or municipal representative in respect of the period that begins on the day the municipality became the owner of the property by virtue of the registration of the notice of vesting and ends on the earlier of the following days: 1. The fifth anniversary of the day the municipality became the owner of the property by virtue of the registration of the notice of vesting. 2. The day the municipality ceases to be the owner of the property. (5) The Director may extend the period referred to in subsection (4), before or after it expires, on such terms and conditions as he or she considers appropriate, but the period may not be extended beyond the day the municipality ceases to be the owner of the property.
g042 Environment al Protection Act – Hazardous Waste Sites Depot ceases to operate + 2 years		OENV-Ev.Pr.-373 — Pesticide Container Depot Owners / Operators — Type and Quantity of Empty Pesticide Containers Accepted Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 71, 73.(4); as am. O. Reg. 298/94, s. 1	Event + 2 years (Event = depot ceased to operate as a pesticide container depot)	71. Each operator and owner of a pesticide container depot shall ensure that records are kept of the type and quantity of empty pesticide containers accepted at the pesticide container depot. 73.(4) Each operator and owner of a pesticide container depot shall ensure that any documents required under sections 71 and 72 are kept at the depot and are available to provincial officers for inspection at an address in Ontario during a period of two years after the date on which the depot ceased to operate as a pesticide container depot.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-374 — Pesticide Container Depot Owners / Operators — Agreements	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 72.(5), 73.(4); as am. O. Reg. 298/94, s. 1	Event + 2 years (Event = Term of agreement/ termination or expiry; but also date depot ceased to operate; kept in Ontario)	72.(5) Each operator and owner of a pesticide container depot shall ensure that a copy of the agreement is kept at the depot during the term of the agreement and for two years after the termination or expiration of the agreement. 73.(4) Each operator and owner of a pesticide container depot shall ensure that any documents required under sections 71 and 72 are kept at the depot and are available to provincial officers for inspection at an address in Ontario during a period of two years after the date on which the depot ceased to operate as a pesticide container depot.
		OENV-Ev.Pr.-375 — Hazardous Waste Generators — Transfer Compliance Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 84(5), (6); as am. O. Reg. 461/05, s. 20	2 years; at generation facility	84.(5) The generator shall make a record of its compliance with subsection (1), including the receiver to whom information was given under subsection (1) and the date the information was given. (6) The generator shall keep every record made under subsection (5) at the waste generation facility for two years.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g043 Environment al Protection Act – Waste Managemen t transportatio n vehicle driver training materials Depot ceases to operate + 2 years		OENV-Ev.Pr.-461 — Carriers — Waste Transportation Training Records	Registrations under Part II.2 of the Act — Waste Management Systems Regulation, under the Environmental Protection Act, O. Reg. 351/12, s. 5.(2)	Event = Retain for period system operates	5.(2) A person who engages in an activity prescribed by section 2 shall ensure that a copy of all materials that are used for the training required by paragraph 9 of subsection 16(1) of Regulation 347 of the R.R.O., 1990 (General — Waste Management) made under the Act of the drivers of waste transportation vehicles that are part of the waste management system are retained for the period during which the waste management system operates.
g044 Environment al Protection Act – Renewable Energy Projects Not specified	525	OENV-Ev.Pr.- 408 — Renewable Energy Applicants — Approvals Documents	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 13.(1),(3)	Not specified “shall submit/ shall be in writing”	13.(1) A person who proposes to engage in a renewable energy project shall submit a document set out in Column 1 of Table 1 as part of an application for the issue of a renewable energy approval in respect of the project if it is a project described opposite the document in Column 3. (3) Any document submitted as part of an application for the issue of a renewable energy approval shall be in writing.

	527	OENV-Ev.Pr.- 411 — Renewable Energy Project Description Reports and Draft Documents	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, s. 16; as am. O. R. 195/12, ss. 17; as am. O. R. 521/10	Not specified “shall make available/ shall post”	<p>16.(1) A person who proposes to engage in a renewable energy project shall hold at least two public meetings, each on a separate day, in accordance with this section,</p> <p>(a) in each local municipality in which the project location is situated; and</p> <p>(b) if the project location is in unorganized territory,</p> <p>(i) within 25 kilometres of the project location, or</p> <p>(ii) in the local municipality that is closest to the project location, if there is no appropriate place to hold a public meeting in the area described in subclause (i).</p> <p>(2) During a period of at least 30 days immediately before the first public meeting is held under this section, a person mentioned in subsection (1) shall make available a draft of the project description report prepared in accordance with Table 1 by,</p> <p>(a) posting the drafts on the person’s website, if the person has a website;</p> <p>(b) making paper copies of the drafts available to the public in each local municipality and in each part of unorganized territory in which the project location is situated;</p> <p>(c) making paper copies of the drafts available in any aboriginal community on the list obtained under section 14, if the aboriginal community agrees to the making of the drafts available in the community; and</p> <p>(d) distributing the drafts to each aboriginal community mentioned in subparagraph 5.ii of subsection 15(6).</p> <p>(3) Section revoked O. Reg. 521/10, s. 8</p> <p>(4) At the first public meeting that is held under this section, a person mentioned in subsection (1) shall make a draft of the project description report prepared in accordance with Table 1 available for inspection.</p> <p>(5) During a period of at least 60 days before held the final public meeting is held under this section, a person mentioned in subsection (1) shall make available drafts of all documents mentioned in subsection (6) by,</p> <p>(a) posting the drafts on the person’s website, if the person has a website;</p> <p>(b) making paper copies of the drafts available to the public in each local municipality and in each part of unorganized territory in which the project location is situated;</p>
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				<p>(c) making paper copies of the drafts available in any aboriginal community on the list obtained under section 14, if the aboriginal community agrees to the making of the drafts available in the community; and</p> <p>(d) distributing the drafts to each aboriginal community mentioned in subparagraph 5ii of subsection 15(6).</p> <p>(6) For the purposes of subsection (5), drafts of the following documents shall be made available if they are to be submitted as part of the application for the issue of a renewable energy approval:</p> <ol style="list-style-type: none"> 1. All documents required under this Part to be submitted as part of the application, other than the consultation report prepared in accordance with Table 1 and the documents described in clauses 22(a), 23(3)(a) and 28(3)(b) and (c). 2. All documents that are to be submitted as part of the application for the purposes of obtaining an exemption from a provision of Part V, other than the documents described in clauses 37(2) (b) and (c), 38(2)(b) and (c), 41(5)(b) and (c) and 43(3)(b) and (c). <p>17.(1) A person who proposes to engage in a renewable energy project shall, in accordance with s. (1.1), distribute the following to each aboriginal community mentioned in subpar. 5ii of s. 15(6):</p> <ol style="list-style-type: none"> 1. A draft of the project description report prepared in accordance with Table 1. 2. Any information the person has regarding any adverse impacts that the project may have on constitutionally protected aboriginal or treaty rights that the community may have identified as being adversely impacted by the project. 3. A summary of each of the following documents in respect of which information is being requested under par. 4: <ol style="list-style-type: none"> i. All documents required under this Part to be submitted as part of the application, other than the consultation report prepared in accordance with Table 1 and the documents described in clauses 22(a), 23(3)(a) and 28(3)(b) and (c). ii. All documents that are to be submitted as part of the application for the purposes of obtaining an exemption from a provision of Part V, other than the documents described in clauses 37 (2) (b) and (c), 38(2)(b) and (c), 41(5)(b) and (c) and 43(3)(b) and (c).
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>4. A written request that the aboriginal community provide in writing any information available to the community that, in its opinion, should be considered in preparing a document summarized under par. 3, and in particular, any information the community may have about any adverse impacts that the project may have on constitutionally protected aboriginal or treaty rights and any measures for mitigating those adverse impacts.</p> <p>(1.1) The drafts, information and documents mentioned in subsection (1) shall be made available,</p> <p>(a) if s. 16 applies, before drafts of document are made available under s. 16(5); or</p> <p>(b) if s. 16 does not apply, at least 30 days before an application for the issue of a renewable energy approval is made to the Director.</p>

	528	OENV-Ev.Pr.-412 — Renewable Energy Project Applicants — Archaeological Assessments / Heritage Assessment Reports and Summaries / Records Review Reports	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 22.(2)(a), 23.(1)(b),(2)(b), 24.(1) par. 1,(2); as am. O. R. 333/12, ss. 4, 25(1), (3); as am. O. Reg. 97/16, s. 25(1)	Not specified “shall ensure conducted/ prepare / submit”	<p>22. As part of an application for the issue of a renewable energy approval, a person subject to subsection 20(4) or 21(2) shall submit,</p> <p>(a) written comments provided by the Ministry of Tourism, Culture and Sport in respect of the archaeological assessment;</p> <p>(b) the archaeological assessment report;</p> <p>.....</p> <p>23.(1) Subject to subsections (2) and (5), a person who proposes to engage in a renewable energy project shall ensure that a heritage assessment is conducted, consisting of the following steps:</p> <p>1. Conduct an investigation, including historical research and visual inspection, to determine whether,</p> <p>i. there is potential for the presence of a heritage resource at the project location on any part of the project location that is not on a property described in Column 1 of the Table to section 19, and</p> <p>ii. any properties described in Column 1 of the Table to section 19 about the parcel of land on which the project location is situated.</p> <p>2. If the determination under subparagraph 1i is that there is potential for the presence of a heritage resource, confirm the presence or absence of a heritage resource by applying the criteria set out in O. Reg. 9/06 (Criteria for Determining Cultural Heritage Value or Interest) made under the Ontario Heritage Act.</p> <p>3. Evaluate the impact of engaging in the renewable energy project on the heritage attributes of any heritage resources at the project location and on any abutting properties described in subparagraph 1.ii and provide recommendations for measures to avoid, eliminate or mitigate the impact if,</p> <p>i. the determination under subparagraph 1ii is that there are abutting properties as described in that subparagraph, or</p> <p>ii. the presence of a heritage resource at the project location is confirmed under paragraph 2.</p> <p>(2) Subsection (1) does not apply if the person determines that,</p> <p>(a) there is low potential for the presence of a heritage resource at the project location after considering the potential, which consideration must include completion of the document entitled, “REA Checklist: Consideration of Potential for Heritage Resources”, as amended from time to time, available from the Ministry of Tourism, Culture and Sport; and</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(b) there are no properties described in Column 1 of the Table to section 19 that abut the parcel of land on which the project location is situated.</p> <p>24.(1) A person who proposes to engage in a renewable energy project shall conduct a natural heritage assessment, consisting of the following:</p> <ol style="list-style-type: none">1. A records review conducted in accordance with section 25.2. A site investigation conducted in accordance with section 26. <p>3. Subject to subsection (3), an evaluation of the significance or provincial significance of each natural feature identified in the course of the records review and site investigation, conducted in accordance with section 27.</p> <p>(2) For the purposes of this section and sections 25 and 26, in conducting a records review or a site investigation, identifying natural features and determining the boundaries of any natural features, a person mentioned in subsection (1) shall use applicable evaluation criteria or procedures as set out in the Natural Heritage Assessment Guide.</p> <p>...</p> <p>25. (1) In conducting a records review mentioned in paragraph 1 of subsection 24 (1), a person who, as part of a renewable energy project, proposes to engage in an activity described in Column 1 of the Table to this section shall ensure that a search for an analysis of the records set out in Column 2 of the Table opposite the description of the activity are conducted in respect of the project location for the purpose of making the determinations set out in Column 3 of the Table opposite the description of the activity.</p> <p>.....</p> <p>25. (3) The person mentioned in subsection (1) shall prepare a report setting out a summary of the records searched and the results of the analysis conducted under subsection (1).</p>

	529	OENV-Ev.Pr.- 413 — Renewable Energy Project Applicants — Natural Heritage, Site Investigation Reports	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 26.(3); as am. O. R. 333/12, ss. 6(2), 27(1); as am. O. R. 521/10, ss. 15.(3), 16.	Not specified “shall prepare”	<p>26.(3) The person mentioned in subsection (1) shall prepare a report setting out the following with respect to the air, land and water in respect of which any site investigation was conducted:</p> <ol style="list-style-type: none"> 1. A summary of any corrections to the report prepared under subsection 25(3) and the determinations made as a result of conducting the site investigation. 2. Information establishing the type of each natural feature identified in the records review and in the site investigation. 3. A map showing, <ol style="list-style-type: none"> i. all boundaries required to be determined under Column 3 of the Table to subsection (1), ii. the location and type of each natural feature identified in relation to the project location, and iii. all distances required to be determined under Column 3 of the Table to subsection (1). 4. A summary of methods used to make observations for the purposes of the site investigation. 5. The name and qualifications of the person conducting the site investigation. 6. If an investigation was conducted by visiting the site: <ol style="list-style-type: none"> i. The dates and times of the beginning and completion of the site investigation. ii. The duration of the site investigation. iii. The weather conditions during the site investigation. iv. Field notes kept by the person conducting the site investigation. 7. If an alternative investigation of the site was conducted: <ol style="list-style-type: none"> i. The dates of the generation of the data used in the site investigation. ii. An explanation of why the person who conducted the alternative investigation determined that it was not reasonable to conduct the site investigation by visiting the site. <p>27.(1) In conducting the evaluation of the significance or provincial significance of a natural feature for the purposes of paragraph 3 of subsection 24(1), a person who proposes to engage in a renewable energy project shall consider any information available to the person relating to natural features, including,</p> <ol style="list-style-type: none"> (a) all information obtained during the records review conducted in accordance with section 25;
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	530	OENV-Ev.Pr.-414 — Renewable Energy Project Applicants — Water Assessments Records Reports	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 29.(1), ss. 30(1), (2)	Not specified “shall prepare”	29.(1) A person who proposes to engage in a renewable energy project shall conduct a water assessment, consisting of the following: 1. A records review conducted in accordance with section 30. 30.(1) In conducting a records review mentioned in paragraph 1 of subsection 29(1), a person who proposes to engage in a renewable energy project shall ensure that a search for and analysis of the records set out in Column 1 of the Table to this section are conducted in respect of the project location for the purpose of making the determinations set out opposite the records in Column 2 of the Table. 30.(2) As part of an application for the issue of a renewable energy approval, the person mentioned in subsection (1) shall prepare a report setting out a summary of the records searched and the results of the analysis conducted under subsection (1).

Commented [WS2]: “.” after “par. 1” should be “,” ?

	531	OENV-Ev.Pr.-415 — Renewable Energy Project Applicants — Water Site Investigation Reports	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 31.(2),(4),(5), ss30. (2); as am. O. R. 521/10, s. 18.(2).	Not specified “shall ensure conducted/ shall prepare/ submit”	<p>31.(2) Subject to subsection (3), if, as a result of the records review conducted in accordance with section 30, the person mentioned in subsection (1) has identified, within 300 metres of the project location, the average annual high water mark of a lake trout lake that is at or above development capacity, the person shall ensure that an investigation of the land and water located between the project location and the lake trout lake is conducted, either by visiting the site or by an alternative investigation of the site, for the purpose of determining,</p> <p>(a) the boundaries of any lake trout lake that is at or above development capacity, if,</p> <p>(i) the lake was identified in the records review, and</p> <p>(ii) the boundaries are within 300 metres of the project location; and</p> <p>(b) the distance from the project location to the boundaries determined under clause (a).</p> <p>.....</p> <p>(4) The person mentioned in subsection (1) shall prepare a report setting out the following with respect to the land and water in respect of which any site investigation was conducted:</p> <p>1. A summary of any corrections to the report prepared under subsection 30(2) and the determinations made as a result of conducting the site investigation.</p> <p>2. Information relating to each water body identified in the records review and in the site investigation, including the type of water body, plant and animal composition and the ecosystem of the land and water investigated.</p> <p>3. A map showing,</p> <p>i. all boundaries mentioned in clauses (1)(c) and (2)(a),</p> <p>ii. the location and type of each water body identified in relation to the project location, and</p> <p>iii. all distances mentioned in clauses (1)(d) and (2)(b).</p> <p>4. A summary of methods used to make observations for the purposes of the site investigation.</p> <p>5. The name and qualifications of any person conducting the site investigation.</p> <p>6. If an investigation was conducted by visiting the site:</p> <p>i. The dates and times of the beginning and completion of the site investigation.</p> <p>ii. The duration of the site investigation.</p>
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				<p>iii. The weather conditions during the site investigation.</p> <p>iv. Field notes kept by the person conducting the site investigation.</p> <p>7. If an alternative investigation of the site was conducted:</p> <p>i. The dates of the generation of the data used in the site investigation.</p> <p>ii. An explanation of why the person who conducted the alternative investigation determined that it was not reasonable to conduct the site investigation by visiting the site.</p> <p>(5) As part of an application for the issue of a renewable energy approval, the person mentioned in subsection (1) shall submit the report prepared under subsection (4).</p> <p>....</p> <p>30.(2) As part of an application for the issue of a renewable energy approval, the person mentioned in subsection (1) shall prepare a report setting out a summary of the records searched and the results of the analysis conducted under subsection (1).</p> <p>.....</p> <p>1.(1) In this Regulation, . . .</p> <p>“applicant” means a person who applies for the issue of a renewable energy approval or for an alteration to the terms and conditions of a renewable energy approval;</p> <p>.....</p> <p>“renewable energy source” has the same meaning as in the Electricity Act, 1998;</p> <p>.....</p> <p>“water body” includes a lake, a permanent stream, an intermittent stream and a seepage area but does not include,</p> <p>(a) grassed waterways,</p> <p>(b) temporary channels for surface drainage, such as furrows or shallow channels that can be tilled and driven through,</p> <p>(c) rock chutes and spillways,</p> <p>(d) roadside ditches that do not contain a permanent or intermittent stream,</p> <p>(e) temporarily ponded areas that are normally farmed,</p> <p>(f) dugout ponds, or</p> <p>(g) artificial bodies of water intended for the storage, treatment or recirculation of runoff from farm animal yards, manure storage facilities and sites and outdoor confinement areas;</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					“water power facility” means a renewable energy generation facility at which the movement of water is used to generate electricity;
g045 Fire Protection and Prevention Act, 1997 2 years	500	OS-Fir.PP-29 — Operational Procedures, Tests and Corrective Measures Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 150/13, s. 2; as am. O. Reg. 33/19, s. 6	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)	1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done. (2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection. (3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official. 1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates (a) for a period of at least two years after being prepared, and (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained. (2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	501	OS-Fir.PP-31 — Fire Safety Plans	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.2.1(3); as am. O. Reg. 256/14, s. 35; Division C, s. 1.3.2.5(3)	Not specified “shall be kept in building in an approved location”	2.8.2.1(3) The fire safety plan shall be kept in the building or premises in an approved location. 1.3.2.5(3) The check, inspection, test, maintenance and operational requirements (a) referred to in Clause 1.3.2.2.(2)(b), or (b) forming part of an alternative solution, as defined in the Building Code, with respect to fire safety, where such requirements are not otherwise specifically addressed in Division B shall be included in the fire safety plan where such a plan is required under s. 2.8 of Division B.
	502	OS-Fir.PP-32 — Posting of Fire Emergency Procedures	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, ss. 2.8.2.5(1), (2)	Not specified	2.8.2.5(1) At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area. (2) In addition to Sentence (1), in a hotel establishment (a) one copy of the approved fire safety plan shall be posted in the main reception area, and (b) a copy of the emergency procedures, location of exits and the fire safety rules shall be posted on the inside of the egress doors of each guest suite.
	503	OS-Fir.PP-33 — Fire Drill Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.3.4; as en. O. Reg. 275/14, s. 3	Event + 1 year (12 months)(Event = After the Fire drill)	2.8.3.4(1) A record shall be prepared of every fire drill conducted under Article 2.8.3.2. (2) The record shall be kept for at least 12 months after the fire drill.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OS-Fir.PP-38 — Storage Tank Leak Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B Part I, ss. 1.1.2.1 to 1.1.2.3; Part IV, s. 4.3.15.2; as am. O. Reg. 256/14, ss. 4, 440	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)	<p>1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p>(2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection.</p> <p>(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.</p> <p>...</p> <p>1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p> <p>(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.</p>

Commented [WS3]: ss. 1.1.2.1 to 1.1.2.3 (it is only up to 1.1.2.2) - this happens till Page 76.
Part IV, s.4.3.15.2 is not included in the box Legislation text.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OS-Fir.PP-39 — Liquid Gain or Loss Measurements for Storage Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part IV, ss. 4.3.16.1(3), (4); as am. O. Reg. 33/19, s. 16, Division B, Part I, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request) (O. Reg. 213/07, Division A, s. 1.1.2.1; as incorporated by Division B, s. 4.3.16.1(4))	<p>4.3.16.1.(3) A comparison of the measurements described in sentences (1) and (2) with meter readings and a computation of any gain or loss of liquid shall be done each time a required measurement is taken.</p> <p>(4) A record for each storage tank showing the measurements and computations described in sentence (3) shall be retained for examination by the Chief Fire Official, in conformance with Subsection 1.1.2..</p> <p>.....</p> <p>1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p>(2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection.</p> <p>(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.</p> <p>....</p> <p>1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p> <p>(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	505	OS-Fir.PP-54 — Untagged Portable Extinguishers — Maintenance / Recharge Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.2.7.4(2)	Not specified “tags not apply where approved records maintained”	6.2.7.4(2) Sentence (1) does not apply where other approved records are maintained that show the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.
	506	OS-Fir.PP-55 — Portable Extinguisher — Maintenance Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.5	Not specified “shall be maintained”	6.2.7.5 A permanent record containing the maintenance date, the examiner’s name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.
	507	OS-Fir.PP-56 — Unlabelled Portable Extinguishers — Permanent Test Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.9.(2)	Not specified “label not apply where permanent record kept”	6.2.7.9(2) Sentence (1) does not apply where a permanent record of the test is kept and is available to the fire department.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	508	OS-Fir.PP-57 — Tests Records of Devices, Components and Circuits of Fire Alarm Systems	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.2(4); as am. O. Reg. 33/19, s. 22(1); Division B, Part I, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Event + 2 years (Event = after being prepared and so that the most recent and preceding record of a given test or inspection are retained)	<p>6.3.2.2(4) A record of each device, component and circuit of the fire alarm system that is inspected and tested in accordance with sentence (1) shall</p> <p>(a) indicate whether the device, component or circuit is in proper working order, and</p> <p>(b) be kept in accordance with Subsection 1.1.2 .</p> <p>.....</p> <p>1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p>(2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection.</p> <p>(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.</p> <p>....</p> <p>1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p> <p>(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	509	OS-Fir.PP-58 — Test Records of Fire Alarm Monitoring Signals	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.3.2.2(5); as am. O. Reg. 33/19, s. 22(2), Division B, Part I, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Event + 2 years (Event = after being prepared and so that the most recent and preceding record of a given test or inspection are retained)	<p>6.3.2.2(5) Where a fire alarm system is monitored to transmit a signal to the fire department, the owner shall record whether all signals from the tests conducted in sentence (1), or other events, are received by the monitoring station, and records shall be kept in accordance with Subsection 1.1.2.</p> <p>....</p> <p>1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p>(2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection.</p> <p>(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.</p> <p>...</p> <p>1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p> <p>(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OS-Fir.PP-60 — Power Supply Monthly and Annual Tests	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, <u>s. 6.3.2.6(7)</u> ; Division B, Part I, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Event + 2 years (Event = after being prepared and so that the most recent and preceding record of a given test or inspection are retained)	1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done. (2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection. (3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official. ... 1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates (a) for a period of at least two years after being prepared, and (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained. (2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.
	510	OS-Fir.PP-61 — Sprinkler Systems Inspections Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, ss. 6.5.1.8(1), (2)	Not specified "shall be kept"	6.5.1.8(1) An approved record shall be kept of inspections of each system. (2) The record required in sentence (1) shall be available for examination by the Chief Fire Official.

Commented [WS4]: s.6.3.2.6 (7) revoked

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OS-Fir.PP-62 — Hydrant Operations Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.6.5.8; as am. O. Reg. 33/19, s. 25; Division B, Part I, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Shall be retained through life of the system	<p>6.6.5.8 A record of the hydrant operation as described in Article 6.6.5.7. shall be kept in conformance with Subsection 1.1.2</p> <p>.....</p> <p>1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p>(2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection.</p> <p>(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.</p> <p>....</p> <p>1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p> <p>(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OS-Fir.PP-63 — Emergency Electrical Power Supply Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3; as am. O. Reg. 33/19, s. 6.7	Event = Shall be maintained as required in CSA–C282, “Emergency Electrical Power Supply for Buildings”	6.7.1.3 Despite the requirements of Article 1.1.2.1 , Subsection 1.1.2., written records shall be maintained as required in CSA–C282, “Emergency Electrical Power Supply for Buildings”.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	511	OS-Fir.PP-65 — Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.8.2.2; as am. O. Reg. 33/19, s. 27; Division B, Part I, ss. 1.1.2.1 to <u>1.1.2.3</u> ; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Shall be retained	<p>6.8.2.2 Written records shall be kept of inspections, maintenance and testing in conformance with Subsection 1.1.2.</p> <p>.....</p> <p>1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p>(2) If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be made noting what was inspected and the date and time of the inspection.</p> <p>(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.</p> <p>....</p> <p>1.1.2.2(1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p> <p>(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.</p>

		OS-Fir.PP-83 — Fire Safety Plan Current, Immediately Preceding Supervisory Staff Training Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8,	Event + 2 years (Event = shall be retained in the building for a period of at least two years after being prepared and shall be made available to the Chief Fire Official for examination on request)	<p>2.8.2.1. (1) A fire safety plan shall be prepared, approved and implemented in buildings and premises to which this Section applies.</p> <p>(2) A fire safety plan shall</p> <ul style="list-style-type: none"> (a) provide for the emergency procedures to be followed in case of fire, including <ul style="list-style-type: none"> (i) sounding the fire alarm, (ii) notifying the fire department, (iii) instructing occupants on procedures to be followed when the fire alarm sounds, (iv) evacuating occupants, including special provisions for persons requiring assistance, (v) procedures for use of elevators, and (vi) confining, controlling and extinguishing the fire, (b) provide for the appointment and organization of supervisory staff to carry out fire safety duties, (c) provide for the training of supervisory staff and the instruction of other occupants in their responsibilities for fire safety, (d) include documents and diagrams showing the type, location and operation of the building fire emergency systems, (e) provide for the holding of fire drills and set out fire drill procedures, (f) provide for the control of fire hazards in the building, (g) provide for the maintenance of building facilities provided for the safety of occupants, and (h) provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment or systems. <p>(3) The fire safety plan shall be kept in the building or premises in an approved location.</p> <p>(4) The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.</p> <p>(5) Before demolition or construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(a) temporary alternative measures for the fire safety of the occupants during the demolition or construction, and</p> <p>(b) temporary procedures to control fire hazards associated with the demolition or construction, including procedures to mitigate risks to adjacent buildings.</p> <p>(6) The revised fire safety plan prepared under Sentence (4) or (5) shall be implemented.</p> <p>(7) In the case of a care occupancy, care and treatment occupancy and retirement home, any training of supervisory staff carried out under a fire safety plan shall be recorded.</p> <p>(8) The original or a copy of at least the most recent and the immediately preceding record referred to in Sentence (7) shall be retained in the building for a period of at least two years after being prepared and shall be made available to the Chief Fire Official for examination on request.</p>
		OS-Fir.PP-86 — Group Living Residence or Intensive Support Residence — Inspection Records	<i>Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1(2), 1.1.2.2(1); as re-en. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6</i>	Event + 2 years (Event = Prepared; at building to which relates; including most recent and immediately preceding test or inspection)	<p>1.1.2.1(2) If an inspection required by this Code is conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be prepared noting what was inspected and the date and time of the inspection.</p> <p>.....</p> <p>1.1.2.2(1) Subject to sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates</p> <p>(a) for a period of at least two years after being prepared, and</p> <p>(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g046 Fire Protection and Prevention Act, 1997 – Initial Fire Protection System Testing Reports Life of system	512	OS-Fir.PP-76 — Fire Protection Systems — Test, Corrective Measure or Operational Procedure Records	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1(1), 1.1.2.2(2); as re-en. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6	Event = Shall be retained throughout life of systems.	1.1.2.1(1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done. 1.1.2.2(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.
		OS-Fir.PP-72 — Approved Alternative Solutions	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division C, ss. 1.3.2.5(1), (2)	Event = Shall be retained for as long as necessary to demonstrate compliance with this Code and Building Code, and to be kept on premises to relate and available to Chief Fire Official request.	1.3.2.5(1) Documentation for every (a) approved alternative solution to this Code, and (b) alternative solution, as defined in the Building Code, with respect to fire safety shall be kept on the premises to which it relates and be made available to the Chief Fire Official upon request. (2) The documentation referred to in sentence (1) shall be retained for as long as necessary to demonstrate compliance with this Code and the Building Code, as applicable.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g047 Funeral, Burial and Cremation Services Act		OPM-FBCS-5 — Trustee — Fund Books and Records	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, ss. 199(9), (10); as am. O. Reg. 122/16, s. 1	Not specified “shall maintain”	199.(9) The Trustee shall maintain books and records that clearly identify all approved securities and property howsoever held by it that are part of the Fund. (10) Records of all transactions mentioned in this section with respect to the administration of the Fund shall be based on a fiscal year ending March 31.
g047 Contract fulfilled or no longer applies + 6 years		OPM-FBCS-8 — Trustee — Fund Books, Records or Documents	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 211	Keep to furnish Committee on request	211. The Trustee shall furnish the Committee with all information, records and documents in its possession in connection with this Part and its administration of the Fund that the Committee reasonably requests.
		OBS-FBCS-9 — Cemetery Operators — Cremated Remains Records	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, ss. 100, 101(3),(4)	Event + 6 years (Event = Date remains claimed or interred)	100.(1) An operator that has possession of cremated human remains other than for the purposes of interring or scattering shall keep a record containing the following information: 1. If the remains are claimed, the name and address of the person claiming the remains and the date on which they are claimed. 2. If unclaimed remains are interred in a common lot in a cemetery under section 53, the date and place of interment. (2) If the purchaser, personal representative or family member of a deceased person requests disclosure of the record prepared under subsection (1) with respect to the deceased person, the operator shall disclose the record without charge to the person making the request. 101.(3) An operator that is required to keep a record under section 100 shall retain the record for a period of six years from the date the remains are claimed or interred. 101.(4) Subject to section 102, an operator that is required to make records available to the public under the Act shall retain the records as long as the operator continues to be licensed to operate the business to which the records relate.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OBS-FBCS-10 — Cemetery Operators — Contract Records	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 101.(1)	Event + 6 years (Event = Contract fully performed or cancelled)	101.(1) An operator shall retain records relating to a contract for a period of six years from the date the contract is fully performed or is cancelled.
		OBS-FBCS-11 — Cemetery Operators — Price Lists	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 101.(2)	Event + 6 years (Event = List last in effect)	101.(2) An operator shall retain a price list for a period of six years from the date the price list was last in effect. 96. In this Division, “record” means any record, document or information, in any media type, that relates to a business the operator is licensed to operate and that is required to be kept by the operator under the Act or this Part. 1.(1) In this Part, . . . “operator licence” means a licence authorizing the licensee to operate a cemetery, crematorium, funeral establishment or transfer service;
		OBS-FBCS-14 — Operators — Non Specified Records	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 101.(6)	Event + 6 years (Event = Date created)	101.(6) An operator that is required to keep every other record under the Act or this Part shall retain the record for a period of six years from the date it is created.

Commented [WS5]: Should cite the green part (about the definition - 96. and 1.(1))?

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OBS-FBCS-16 — Operators — Annual Trust / Licensure / Maintenance Fund Reports / Statement from Depositaries	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, ss. 109(1), (3), (4), (5), (6)	Not specified “shall file”	<p>109.(1) An operator that has established an individual trust account or a pooled trust fund for prepaid trust money shall file with the registrar annually, in respect of the trust money,</p> <p>(a) a statement of account;</p> <p>(b) a trust fund statement, in the case of a pooled trust fund; and</p> <p>(c) a review engagement report or an audit report.</p> <p>.....</p> <p>(3) A cemetery operator shall file a licensure report with the registrar annually or at such other time as is directed by the registrar, and shall pay the required fee for filing the report.</p> <p>(4) A cemetery operator that has established a care and maintenance account for care and maintenance money shall file with the registrar, in respect of the account, a statement of account and a statement from the depositary annually or at such other time as is directed by the registrar.</p> <p>(5) A cemetery operator shall file with the registrar annually or at such other time as is directed by the registrar, in respect of each care and maintenance fund of the operator,</p> <p>(a) a statement of account;</p> <p>(b) a trust fund statement; and</p> <p>(c) an audit report, if,</p> <p>(i) the operator has a cumulative total of \$500,000 or more of care and maintenance money in all of the operator’s care and maintenance funds, or</p> <p>(ii) there is a funeral establishment on one or more of the cemeteries operated by the operator.</p> <p>(6) An operator that is required to file a document under this section shall ensure that,</p> <p>(a) the document meets the requirements of section 108; and</p> <p>(b) the document is filed by the time and in the form and manner that the registrar specifies.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OBS-FBCS-17 — Cemetery Operators — Register of Interment or Scattering Rights Holders / Purchasers / Particulars	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, ss 110.(1), (4), (5)	Not specified “shall maintain”	<p>110.(1) A cemetery operator shall maintain a register in which the operator shall enter,</p> <p>(a) the name and address of each interment rights holder or scattering rights holder and the location of the lot or scattering ground to which the rights pertain;</p> <p>(b) the name and address of each original purchaser of interment or scattering rights that have been sold or transferred to another person and the date on which the rights were sold or transferred;</p> <p>(c) the name of each person whose remains are interred or scattered in the cemetery, the location where the remains were interred or scattered and the date on which the human remains were interred or scattered; and</p> <p>(d) the particulars of each disinterment of human remains, including the name of the person who requested the disinterment, the date on which the human remains were disinterred and the location in which the human remains were reinterred or scattered or the name of the person taking possession of the human remains.</p> <p>.....</p> <p>(4) A cemetery or crematorium operator, as the case may be, shall make a register mentioned in subsection (1) or (2) available for inspection by the public without charge.</p> <p>(5) If a person was required to make information in a register available to the public under the Cemeteries Act (Revised) immediately before the day on which this section comes into force, the register is continued as a cemetery or crematorium register described in subsection (1) or (2), as the case may be.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OBS-FBCS-24 — Operators — Deemed Cancellations	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 141.(1)	Event + 120 years (Event = Date operator has reasonable ground to believe person, if alive, would have been born)	141.(1) A purchaser under a contract for the provision of licensed supplies or services, other than interment rights or scattering rights, shall be deemed to have cancelled the contract under section 44 of the Act if, (a) the operator has reasonable grounds to believe that the recipient under the contract is or, if he or she were alive, would be at least 120 years old; (b) none, or only part, of the licensed supplies and services under the contract have been provided, and no request has been made to the operator to provide the licensed supplies or services that have not yet been provided; and (c) the operator is unable to locate the recipient or the purchaser after making reasonable efforts to do so.
		OBS-FBCS-29 — Interment or Scattering Rights Abandonment — Limitation Period	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33, s. 49.(1)	Event + 20 years (Event = rights are sold and are not exercised)	49.(1) If interment rights or scattering rights are sold and are not exercised within 20 years of the date of sale, the cemetery operator may, after the 20 years has elapsed, apply to the registrar for a declaration that the rights are abandoned.
		OBS-FBCS-32 — Offence Prosecutions — Limitation Period	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33, s. 79(4)	Event + 2 years (Event = facts upon which the proceeding is based first came to the knowledge of the director)	79.(4) No proceeding under this section shall be commenced more than two years after the facts upon which the proceeding is based first came to the knowledge of the director.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g048 Funeral, Burial and Cremation Services Act – Closed Cemetery Records Transfer to archives		OBS-FBCS-26 — Owner / Operators — Closed Cemetery Records	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 173	Event = Shall deliver	173.(1) If, in an order for the closing of a cemetery, the registrar orders the disinterment or removal of human remains and reinterment or placement of them in a cemetery owned or operated by another person under subclause 88(7)(b)(i) of the Act, the owner or operator of the cemetery to be closed shall deliver copies of the records relating to the deceased to the other owner or operator. (2) If the owner or operator of the cemetery to be closed is the owner or operator of another cemetery and continues to maintain the original records, the owner or operator shall deliver copies of the records to, (a) the nearest municipal, church, religious or other public archive; or (b) the Archives of Ontario, if an archive described in clause (a) refuses to accept the records. (3) If the owner or operator of the cemetery to be closed is not the owner or operator of another cemetery, the owner or operator shall deliver the original records to, (a) the nearest municipal, church, religious or other public archive; or (b) the Archives of Ontario, if an archive described in clause (a) refuses to accept the records.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OBS-FBCS-15 — Operators who Cease to Operate — Public Records	General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 102	Event = Deliver to nearest archive	<p>102.(1) Subject to subsection (3), an operator that ceases to operate a business that the operator was licensed to operate other than a cemetery that is ceasing to operate by reason of closure of the cemetery, shall ensure that arrangements are made,</p> <p>(a) to have all records that the operator was required to make available to the public under the Act or this Part delivered to,</p> <p>(i) the nearest municipal archive, archive of a religious organization or other public archive, or</p> <p>(ii) the Archives of Ontario, if the records are not accepted by an archive mentioned in subclause (i);</p> <p>(b) to have all other records relating to the business stored securely and made available for the purposes of inspections or investigations under the Act for the period of time specified in section 101.</p> <p>(2) As soon as an operator makes or changes arrangements under subsection (1), the operator shall notify the registrar of the details of the arrangements, including the address of the location of the records.</p> <p>(3) An operator that ceases to operate a business is exempt from the obligations in subsections (1) and (2) if,</p> <p>(a) the operator is selling or transferring the business to another person who has become licensed to operate the business; or</p> <p>(b) the business is a cemetery that is being transferred to a municipality because of abandonment.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g049 Health Protection and Promotion Act 1 year	325	OMUN-HPP-1 — Daily Pool Records	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, ss. 8, 9; as am. O. Reg. 494/17, ss. 5, 6	1 year Note: (one year from the date of making the record and shall be kept available for viewing by a medical officer of health or a public health inspector at any time)	<p>8. Every operator of a public pool or public spa shall keep and sign daily records that shall set out, in relation to each operating day,</p> <ul style="list-style-type: none"> (a) the estimated number of bather uses during the operating day; (b) the reading of the make-up water meter for pools and, if applicable, for spas, as of the end of the day; (c) any emergencies, rescues or breakdowns of equipment that have occurred; (d) the time of day the emergency stop button test, where applicable, was performed; (e) the results of the tests required under subsections 7 (11) and (12); (f) in the case of a public spa, whether the public spa was drained, inspected and refilled in accordance with subsections 7 (16) and (17), if those subsections apply; (g) the results of the tests required under subsection 16 (2) and the times they were performed; and (h) the type and amount of chemicals added manually to the pool or spa. <p>9. A record required to be kept under section 8 shall be retained for a period of one year from the date of making the record and shall be kept available for viewing by a medical officer of health or a public health inspector at any time.</p>

		OMUN-HPP-3 — Chlorine or Bromine Residual and pH Value Tests / Chemical and Water Records	<i>Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, ss. 7.(8), (9); as am. O. Reg. 494/17, s. 5</i>	1 year (shall be retained for a period of one year from the date of making the record and shall be kept available for viewing by a medical officer of health or a public health inspector at any time)	<p>7.(8) Every owner and every operator of a public pool or public spa shall ensure that the pool or spa water is treated with chlorine, a chlorine compound or a bromine compound by means of a chemical feeder, and is maintained so that in every part of the pool or spa, at all times during the daily use period,</p> <p>(a) the total alkalinity is maintained in the range of 60 ppm to 180 ppm;</p> <p>(b) the pH value is within the range of 7.2 to 7.8;</p> <p>(c) there is a residual of free available chlorine in every part of a public pool of at least 0.5 ppm but not more than 10 ppm, and a residual of free available chlorine or total bromine in every part of a public spa of at least 5 ppm but not more than 10 ppm;</p> <p>(d) where a pool is not a wave action pool and a bromine compound is used, there is a total bromine residual of not less than 2 ppm and not more than 8 ppm;</p> <p>(e) where a pool is a wave action pool and a bromine compound is used, there is a total bromine residual of not less than 3 ppm and not more than 10 ppm;</p> <p>(e.1) where a pool is a public floatation pool or a public cold plunge pool, there is a residual of free available chlorine of at least 5 ppm and not more than 10 ppm in every part of the public floatation pool or public cold plunge pool;</p> <p>(e.2) where a pool is a hot water pool that operates at a temperature of 35 degrees Celsius or greater, there is a residual of free available chlorine or total bromine in every part of the hot water pool of at least 5 ppm but not more than 10 ppm;</p> <p>(f) if the pool or spa is equipped with an automatic sensing device, the Oxidation Reduction Potential value is not less than 600 mV and not greater than 900 mV; and</p> <p>(g) where the medical officer of health determines that the health of the bathers may be affected, there is such higher minimum or maximum chlorine or bromine residual than required under clause (c), (d) or (e) as the medical</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>officer of health may require in writing. O. Reg. 494/17, s. 5; O. Reg. 502/24, s. 5 (1-4).</p> <p>....</p> <p>9. A record required to be kept under section 8 shall be retained for a period of one year from the date of making the record and shall be kept available for viewing by a medical officer of health or a public health inspector at any time.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-HPP-4 — Monthly Water Outlet Cover Inspection Records	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, s. 16.1; as am. O. Reg. 394/94, s. 1; as am. O. Reg. 58/96, s. 1; as am. O. Reg. 494/17, s. 12	1 year (at least one year from the date the record is made and is kept available for viewing by a public health inspector at any time)	<p>16.1 Every owner and every operator of a public pool or public spa shall ensure that,</p> <p>(a) all of the water, gravity and suction outlet covers are inspected at least once within each period of 30 operating days;</p> <p>(b) if any of the outlet covers are found to be loose or missing, the pool or spa is closed until the cover is repaired or replaced;</p> <p>(c) the test-buttons associated with the ground current leakage detecting and de-energizing devices are,</p> <p style="padding-left: 40px;">(i) activated during the daily use period, and</p> <p style="padding-left: 40px;">(ii) tested either monthly or according to the manufacturer's instructions, whichever is more frequent;</p> <p>(d) in the case of a pool, if an emergency stop button is available it is labelled and tested and recorded once within each period of 30 operating days;</p> <p>(e) in the case of a pool, where cyanurate stabilization is maintained, the operator determines the concentration of cyanuric acid not less than once every week;</p> <p>(f) in the case of a spa, the emergency stop button and vacuum release mechanisms are tested and inspected at least once within each period of 30 operating days;</p> <p>(g) a written record of each inspection under this section is made and signed by the person who performed the inspection; and</p> <p>(h) the written record of each inspection under this section is retained by the owner or operator for at least one year from the date the record is made and is kept available for viewing by a public health inspector at any time.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OAF-HPP-13 — Food Premises Operators — Pest Control Measure Records	Food Premises Regulation, under the Health Protection and Promotion Act, O. Reg. 493/17, s. 13(2)	1 year	<p>13.(2) Every operator of a food premise shall maintain records of all pest control measures that are undertaken in the premise and shall retain the records for at least one year after they are made.</p> <p>1.(1) In this Regulation, “operator”, with respect to a recreational camp, means a person who owns or operates the camp, whether personally or by agents; “recreational camp” means a camp for recreational activities on a site in which sleeping and eating facilities are provided for temporary occupancy, with or without charge, for five or more persons who are under eighteen years of age or persons who have special needs.</p>
		OAF-HPP-30 — Recreational Camp Operators — Water Treatment Records	Recreational Camps Regulation, under the Health Protection and Promotion Act, O. Reg. 503/17, s. 15(4)	1 year	<p>15.(4) An operator who is required by the medical officer of health or a public health inspector to treat water in order to render it potable shall,</p> <p>(a) treat the water as required; and (b) ensure that a record of the kind and method of treatment of the water supply is kept on the premises of the camp for at least one year from the making of the record.</p> <p>1.(1) In this Regulation, “operator”, with respect to a recreational camp, means a person who owns or operates the camp, whether personally or by agents; “recreational camp” means a camp for recreational activities on a site in which sleeping and eating facilities are provided for temporary occupancy, with or without charge, for five or more persons who are under eighteen years of age or persons who have special needs.</p>

Commented [WS6]: No “operator” and “recreational camp” definition

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OAF-HPP-31 — Recreational Camp Operators — Pest Control Measures Records	Recreational Camps Regulation, under the Health Protection and Promotion Act, O. Reg. 503/17, s. 16	1 year	<p>16. Every operator shall,</p> <p>(a) ensure that the recreational camp is maintained and operated to ensure the premises are protected against the entry of pests and kept free of conditions that lead to the harbouring or breeding of pests; and</p> <p>(b) maintain records of all pest control measures that are undertaken in the camp and retain the records for at least one year after they are made.</p> <p>.....</p> <p>1.(1) In this Regulation,</p> <p>“operator”, with respect to a recreational camp, means a person who owns or operates the camp, whether personally or by agents;</p> <p>“recreational camp” means a camp for recreational activities on a site in which sleeping and eating facilities are provided for temporary occupancy, with or without charge, for five or more persons who are under eighteen years of age or persons who have special needs.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g050 Highway Traffic Act 1 year	251	OMV-Hi.Tr.-1 — Commercial Motor Vehicle Drivers - Daily Logs	Highway Traffic Act, R. S. O. 1990, c. H.8, ss. 190.(3) to (5),(7)(a),(b); as am. S. O. 2009, c. 5, s. 52.	Not specified “shall be kept”	190.(3) Every driver shall maintain a daily log and shall carry it at all times while in charge of a commercial motor vehicle on the highway. (4) Every driver who is required under subsection (3) to carry a daily log shall surrender it to any police officer or officer appointed for the purpose of carrying out the provisions of this Act upon demand by the officer. (5) No driver shall make or have more than one daily log that records the same time period or overlapping time periods. (7) The Lieutenant Governor in Council may make regulations, (a) prescribing the books, logs and records that shall be kept by operators and drivers of commercial motor vehicles; (b) requiring the retention of books, logs and records, the information to be contained and the entries to be recorded therein and the places where they shall be kept;

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g050	250	OMV-Hi.Tr.-2 — Drivers, Commercial Motor Vehicles — CVOR Certificates, Leases, Fleet Limitation Certificates	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 16(3), (4), (5); as am. S.O. 2002, c. 18, Schedule P, s. 3(5); as am. S.O. 2014, c. 9, Sched. 2, s. 3(2)	Shall carry while driving to produce on request	<p>16.(3) Every driver of a commercial motor vehicle shall carry,</p> <p>(a) the original or a copy of the CVOR certificate issued to the operator of the vehicle, or, if it is a leased vehicle, the original or a copy of the lease that meets the requirements of subsection (5);</p> <p>(b) if the operator has been issued fleet limitation certificates, the fleet limitation certificate; and</p> <p>(c) any other prescribed document, in its original form or as a copy, as prescribed.</p> <p>....</p> <p>(4) Every driver of a commercial motor vehicle shall, upon the demand of a police officer, surrender for inspection the documents that are required under subsection (3) to be carried.</p> <p>....</p> <p>(5) Every lease carried under subsection (3) shall clearly identify the vehicle involved, the parties to the lease and their addresses, the operator of the vehicle and the operator's CVOR certificate.</p>

g050		OMV-Hi.Tr.-7 — Commercial Motor Vehicle Operators — Daily Inspection Records	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 107(1)(4) to (7), (8)(c), (10), (13), (14); as am. S.O. 2005, c. 26, Sched. A, s. 16	Not specified “shall keep/maintain/cause to be maintained”	<p>107.(1) Every operator shall establish a system, and prepare and keep a written record of that system, to periodically inspect and maintain all commercial motor vehicles and vehicles drawn by commercial motor vehicles that are under the operator’s control and that are operated or drawn on the highway.</p> <p>(4) Every operator shall, for every commercial motor vehicle operated by the operator and for every vehicle drawn by such a commercial motor vehicle,</p> <p>(a) supply the driver of the commercial motor vehicle with the daily inspection schedule for the commercial motor vehicle and the drawn vehicle;</p> <p>(b) ensure that daily inspections of the commercial motor vehicle and drawn vehicle are conducted in the prescribed manner;</p> <p>(c) ensure that any under-vehicle inspections required by the regulations in respect of the commercial motor vehicle and drawn vehicle are conducted at the times, in the circumstances and in the manner prescribed;</p> <p>(d) ensure the accurate completion of daily inspection reports and under-vehicle inspection reports in respect of the commercial motor vehicle and drawn vehicle.</p> <p>(5) Every person who conducts a daily inspection or under-vehicle inspection shall accurately complete an inspection report forthwith after completing the inspection.</p> <p>(6) At all times while in control of a commercial motor vehicle on a highway, the driver of the vehicle shall have in his or her possession the daily inspection schedule for the commercial motor vehicle and for any vehicle drawn by the commercial motor vehicle and the completed daily inspection reports and under-vehicle inspection reports, if applicable, for the commercial motor vehicle and drawn vehicle.</p> <p>(7) The driver of a commercial motor vehicle shall, upon the demand of a police officer or officer appointed for carrying out the provisions of this Act, forthwith surrender the inspection schedule and reports that he or she is required to have in his or her possession by subsection (6).</p> <p>(8) Every driver of a commercial motor vehicle shall, . . .</p> <p>(c) submit the completed daily inspection reports and under-vehicle inspection reports to the operator as prescribed.</p> <p>(10) Where a person other than the driver of the commercial motor vehicle conducts the daily inspection or under-vehicle inspection and provides the driver with a completed inspection report, the driver may rely on the inspection report for the purpose of subsection (9) as proof that the</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					inspection to which it relates was conducted as required by the regulations, unless the driver has reason to believe otherwise. (13) Every operator of a commercial motor vehicle shall maintain or cause to be maintained the books and records that are prescribed at the prescribed location and shall produce the books and records upon the demand of an officer appointed for carrying out the provisions of this Act. (14) Despite the Electronic Commerce Act, 2000, electronic documents may only be used for a purpose under this section in compliance with the regulations.
g050	249	OMV-Hi.Tr.-15 — Drivers — Motor Vehicle Receipts	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 121.(3); as am. S. O. 1996, c. 9, s. 26; ss. 121.(3); as am. S. O. 2002, c. 18, Schedule P, s. 27.	Carry while driving to provide on request	121.(3) The receipt issued by the Ministry in accordance with subsection (2) shall, whenever a vehicle is on a highway with the conversion unit referred to in subsection (2) attached, be carried by the driver of the vehicle or placed in some readily accessible position in the vehicle and shall be surrendered when demanded by a police officer or an officer appointed for carrying out the provisions of this Act.
g050	253	OMV-Hi.Tr.-18 — Second Hand Vehicles Records	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 60(1).	Not specified “shall keep”	60.(1) Every person who buys, sells, wrecks or otherwise deals in second-hand motor vehicles, trailers or bicycles shall keep a complete record of all motor vehicles, trailers and bicycles bought, sold or wrecked and of the information that will enable the motor vehicles, trailers and bicycles to be readily identified, and shall transmit to the Ministry, within six days after the event, on forms furnished by the Ministry, a statement of each motor vehicle or trailer bought, sold or wrecked by the person and the information with reference thereto that may be required by the Ministry.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g050		OMV-Hi.Tr.-41 — CVOR Certificate Holders — Fleet Size, Bus, Truck and other Commercial Vehicle Information, Kilometre Information and Documentation	Commercial Motor Vehicle Operators' Information Regulation, under the Highway Traffic Act, O. Reg. 424/97, s. 7; as am. O. Reg. 397/08, s. 4	Keep to provide on request	<p>7.(1) The Registrar may at any time request that a holder of a CVOR certificate provide any or all of the following information or records to the Registrar:</p> <ol style="list-style-type: none"> 1. The holder's fleet size. 2. The number of buses, trucks or other types or classes of commercial motor vehicles, as specified by the Registrar, in the holder's fleet. 3. The total kilometres travelled by the holder's fleet in the period specified by the Registrar. 4. The total kilometres of projected travel by the holder's fleet in the period specified by the Registrar. 5. Any change in the information provided by the operator in the operator's application for a CVOR certificate or pursuant to a previous request under this section. 6. Documentation to support the information provided by the operator under section 6 or under this section. <p>(2) A request from the Registrar under subsection (1) shall be made in writing and shall be sent to the holder of the CVOR certificate by mail, courier, fax or email at the holder's most recent <u>address or fax number</u> address, fax number or email address in the Ministry's records.</p> <p>(3) Upon receipt of a request made under subsection (1), a holder of a CVOR certificate shall provide the requested information or records within the time or by the date specified by the Registrar, which may not be less than 15 days after the date of the request.</p> <p>(4) Compliance with subsection (3) is a condition of retaining a CVOR certificate.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g050	409	OMV-Hi.Tr.-55 — Operators — Driver’s Daily Inspection Reports	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. Reg. 199/07, ss. 9(3), 15	0.5 years (6 months)	9.(3) A daily inspection report of a commercial motor vehicle or trailer drawn by it is deemed to be submitted to the operator under this section if it is contained in a book of daily inspection reports that is kept in the commercial motor vehicle and to which the operator has regular access. 15. An operator shall keep the daily inspection reports submitted by drivers for at least six months.
g050		OMV-Hi.Tr.-68 — Commercial Motor Vehicle Operators — Speed-Limiting System Records	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 68.1(4)(a), (c); as S.O. 2008, c. 8, ss. 1, 2	Not specified “shall keep”	68.1(4) A police officer or officer appointed for carrying out the provisions of this Act, in exercising his or her powers under section 82 or 216.1, may require that the driver or other person in charge of a commercial motor vehicle, (a) provide the officer with access to the vehicle’s computer system in order to retrieve and read any information relevant to the activation and functioning of the vehicle’s speed-limiting system; (b) surrender to the officer any device or equipment carried in the vehicle that operates as part of the vehicle’s speed-limiting system; and (c) surrender to the officer any records that the driver is required by the regulations to carry with him or her while driving the vehicle.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g050		OMV-Hi.Tr.-90 — Operators — Driver's Daily Logs and Records	Hours of Service Regulation, under the Highway Traffic Act, O. Reg. 555/06, ss. 18(3), 25(1)(a), (b), (2)	0.5 years (6 months) at principal place of business; in chronological order	<p>18.(3) The driver shall,</p> <p>(a) record for each day, in accordance with this Regulation and the Technical Standard, all of the information required by this Regulation and the Technical Standard as their duty status changes; and</p> <p>(b) manually input or verify the information set out in subsection (4) in the ELD of any commercial motor vehicle driven.</p> <p>...</p> <p>25. (1) A driver shall,</p> <p>(a) if the record of duty status was made using an ELD, forward the supporting documents relating to that record to a place of business of the operator within 20 days; or</p> <p>(b) if the record of duty status was not made using an ELD, forward the record of duty status and supporting documents relating to that record to a place of business of the operator within 20 days.</p> <p>...</p> <p>26. (1) An operator shall,</p> <p>(a) within 30 days after receiving the following documents, deposit them at its principal place of business,</p> <p>(i) each record of duty status and its supporting documents, and</p> <p>(ii) each notice of prohibition forwarded to the operator under clause 32 (b), if any; and</p> <p>(b) keep, for at least six months, at its principal place of business,</p> <p>(i) all the records of duty status and supporting documents for each driver, in chronological order,</p> <p>(ii) the records required under subsection 23 (3) in respect of each driver,</p> <p>(iii) the records required under section 29, and</p> <p>(iv) the notices of prohibition forwarded to the operator under clause 32(b), if any.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g051 Homes for Special Care Act 6 years	219	OHC-Hm.Sc-5 — Homes for Special Care, Administrators — Trust Account Books, Deposit Books, Passbooks, Monthly Bank Statements, Cheque Books, Cancelled Cheques, Receipts, Instructions	General Regulation, under the Homes for Special Care Act, R.R.O. 1990, Reg. 636, ss. 26.(c), (f), (g); as am. O. Reg. 651/00, s. 8; as am. O. Reg. 574/17, s. 1(2)	6 years	<p>26. The administrator of a home for special care shall, . . .</p> <p>(c) maintain a separate book of account showing all deposits to and withdrawals from the trust account, the name of the resident for whom such deposit or withdrawal is made and the date of each deposit or withdrawal;</p> <p>.</p> <p>(f) with respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in possession for a period of not less than six years,</p> <p>(i) the deposit books, deposit slips, passbooks, <u>monthly bank statements</u> monthly statements, cheque books and cancelled cheques applicable to the trust account referred to in clause (a),</p> <p>(ii) the book of account referred to in clause (c),</p> <p>(iii) the written receipts referred to in clause (d), and</p> <p>(iv) the written instructions of the trustee referred to in clause (e),</p> <p>and at any time and from time to time on written demand of a resident, or his or her authorized agent, or a trustee acting on behalf of a resident, or such trustee's authorized agent make the foregoing documentation available for inspection at reasonable hours during any business day;</p> <p>(g) retain every record required to be kept under clause (c) for a period of six years from the date of the making of the record.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g052 Housing Services Act, 2011 – Plans + reports 10 years		OSS-Hs.Sr.-1 — Service Managers Housing Plans — Limitation (Expiry) Period	Housing Services Act, 2011, S.O. 2011, c. 6, Sched.1 ss. 6.(1), (5), (6), 8.(3), 10	Not specified “shall keep”	6.(1) Each service manager shall have a plan to address housing and homelessness. (5) The period covered by the plan must extend for at least the minimum period described in subsection (6) after the plan was approved or, if the plan is reviewed under subsection 10.(1), after the review was completed. (6) The minimum period referred to in subsection (5) is 10 years or such other period as may be prescribed. 8.(3) The service manager shall provide the Minister with a copy of the plan without delay after approving it. 10.(1) At least once every five years, a service manager shall review its housing and homelessness plan and amend it as the service manager considers necessary or advisable. (2) The service manager shall give the Minister a written report on the results of the review without delay after the completion of the review.
g052		OSS-Hs.Sr.-3 — Service Managers — Prescribed Records	Housing Services Act, 2011, S.O. 2011, c. 6, Sched.1, s. 70	Not specified “shall keep”	70. A service manager shall keep records, in accordance with the regulations, in relation to its transferred housing programs and the designated housing projects that are subject to those programs.
g052		OSS-Hs.Sr.-4 — Housing Providers — Prescribed Records	Housing Services Act, 2011, S.O. 2011, c. 6, Sched. 1, s. 79.(1)	Not specified “shall keep”	79.(1) A housing provider shall keep records in accordance with the regulations.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g052		OSS-Hs.Sr.-8 — Triggering Event Remedies — Limitation Period	Housing Services Act, 2011, S.O. 2011, c. 6, Sched. 1, s. 92.(2)	Event + 2 years (Event = Triggering event; unless extended for no more than 1 year for each extension)	92.(2) The maximum period during which a service manager may exercise the remedy in respect of a triggering event or events is two years unless, (a) the period is extended by agreement with the housing provider; or (b) the service manager has extended the period, for no more than one year for each extension, after having first given the housing provider a further written notice that specifies the particulars of the continuation of the triggering event or events and having repeated the steps referred to in clauses 90.(1)(c) and (d).
g052		OSS-Hs.Sr.-9 — Housing Services Corporation — Annual Reports	Housing Services Act, 2011, S.O. 2011, c. 6, Sched. 1, s. 152	Not specified “shall prepare and deliver”	152.(1) The Corporation shall prepare an annual report on the affairs of the Corporation and deliver it to the Minister within 180 days after the end of its fiscal year. (2) The report must include the audited financial statements and such other information as may be prescribed. (3) The Corporation shall provide a copy of the report to each director. (4) The Corporation shall make the report available to the public.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g052		OSS-Hs.Sr.-13 — Local Housing Corporations — Budgets / Capital Plans	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, s. 11.(1) pars. 3, 4	Not specified “shall submit”	<p>11.(1) The following rules are prescribed for the purposes of clause 27.(1)(a) of the Act:</p> <p>2. A local housing corporation shall,</p> <ul style="list-style-type: none"> i. maintain accurate records and accounts, ii. establish and follow a schedule governing the retention and disposal of records, iii. give the related service manager and agents designated by the related service manager access, at all reasonable times, to the corporation’s records, and iv. submit reports to the related service manager at the times and containing the information specified by the related service manager. <p>3. A local housing corporation shall, on or before the date specified by the related service manager, submit a proposed budget to the related service manager for the following calendar year containing such information as the service manager specifies.</p> <p>4. A local housing corporation shall, at the times specified by the related service manager, submit a capital plan for the housing projects owned by the local housing corporation and the capital plan must extend beyond the following calendar year.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g052		OSS-Hs.Sr.-14 — Service Managers — Annual Reports	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, s. 9.(1) pars. 1, 3, 4	Not specified “shall give”	<p>9.(1) A service manager shall give the Minister a report under clause 20.(1)(b) of the Act every year on or before March 15.</p> <p>(2) The following information, for the reporting period, is prescribed, for the purposes of subsection 20.(2) of the Act, as information that must be included in a report under clause 20.(1)(b) of the Act:</p> <ol style="list-style-type: none"> 1. Information on the service manager’s compliance with requirements under the Act. 2. Aggregated financial information on the capital reserves, mortgage arrears and accumulated deficits of housing providers that operate housing projects that are subject to the service manager’s transferred housing programs. 3. Financial information on the expenditure of municipal and federal funds for housing programs. 4. Statistical information on households residing in designated housing projects and households receiving rent–geared–to–income assistance. <p>.....</p> <p>(4) The first report under clause 20.(1)(b) of the Act is due in 2013 for the 2012 year. However, section 20 of the former Act continues to apply to a service manager until the service manager makes a report under that section for the 2011 year.</p>
g052		OSS-Hs.Sr.-20 — Housing Providers — Training and Succession / Co–operative Education / Plans	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, s. 87	Not specified “required”	<p>87. The following plans are required for a housing provider for the purposes of subsection 69.(5) of the Act:</p> <ol style="list-style-type: none"> 1. A plan for training the staff and volunteers involved in the operation of the designated housing project. 2. If the housing provider has a board of directors, a succession plan for the board. 3. If the housing provider is a non–profit housing co–operative, a plan for educating the members about the governance of the co–operative.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g052		OSS-Hs.Sr.-22 — Providers — Capital Reserve Records and Accounts	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, s. 98.(8)	Not specified “shall keep”	98.(8) A housing provider shall keep separate records and accounts for each capital reserve unless the service manager permits otherwise.
Housing Services Act, 2011 – Housing Projects 7 years		OSS-Hs.Sr.-21 — Service Managers — Transferred Housing Programs and Designated Housing Projects Records / Reports	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, ss. 88.(1), (3) to (6)	Event + 7 years (Event = Given to minister; if prescribed conditions satisfied)	<p>88.(1) This section governs the records that a service manager must keep under section 70 of the Act.</p> <p>(2) This section only applies with respect to records relating to transferred housing programs and the designated housing projects that are subject to those programs.</p> <p>(3) If the service manager receives a record from the Minister and that record is an agreement, the service manager must keep that record for at least seven years after the agreement is terminated or expires.</p> <p>(4) The service manager must keep records that include,</p> <p>(a) a copy of the reports given to the Minister by the service manager under section 20 of the Act;</p> <p>(b) a copy of the reports, documents and written information given to the Minister by the service manager under section 21 of the Act; and</p> <p>(c) a copy of every document used to prepare a report, document or written information referred to in clause (a) or (b).</p> <p>(5) A record required under subsection (4) must be kept for at least seven years after the report, document or written information referred to in clause (4)(a) or (b) was given to the Minister.</p> <p>(6) If more than one subsection in this section applies with respect to a record, the record shall be kept long enough to satisfy all the subsections that apply.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g053		OSS-Hs.Sr.-23 — Housing Providers — Financial Records / Part VII Housing Project Records	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, <u>s. 102.(1), (2)</u> ss. 102.(1), (2)	Event + 7 years (Event = End of fiscal year record relates to)	102.(1) This section governs the records that a housing provider must keep under subsection 79.(1) of the Act. (2) The housing provider must keep each of the following records for at least seven years after the end of the fiscal year to which the record relates: 1. The housing providers financial records. 2. The housing providers records relating to a Part VII housing project, other than records to which subsection (3) or (4) applies.
g053		OSS-Hs.Sr.-24 — Housing Providers — Part VII Housing Projects Household Information	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, ss. 102.(1), (3)	Event + 5 years (Event = Household last resides in unit in project)	102.(1) This section governs the records that a housing provider must keep under subsection 79 (1) of the Act. (3) The housing provider must keep the records relating to a household that occupies a unit in a Part VII housing project for at least five years after the household last resides in a unit in the project.
g053		OSS-Hs.Sr.-25 — Housing Providers — Decisions / Refusals to Offer Units / Information Based on	General Regulations, under the Housing Services Act, 2011, O. Reg. 367/11, ss. 102.(1), (4)	Event + 7 years (Event = Notice given to household)	102.(1) This section governs the records that a housing provider must keep under subsection 79.(1) of the Act. (4) If the housing provider refuses to offer a unit to a household under a rule under subsection 50.(1) or 77.(1), the housing provider shall keep a record of the decision to refuse to offer the unit to the household, including a copy of the notice given to the household under that section and the information used by the housing provider to make its decision, for at least seven years after the notice was given to the household.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g054 Human Rights Code 5 years	540	OLA-Hm.Rg-2 — Complaints — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 34.(1); as am. S. O. 2006, c. 30, s. 5	Event + 1 year (Event = incident to which application relates or last incident in series)	34.(1) If a person believes that any of his or her rights under Part I have been infringed, the person may apply to the Tribunal for an order under section 45.2, (a) within one year after the incident to which the application relates; or (b) if there was a series of incidents, within one year after the last incident in the series.
g054	541	OLA-Hm.Rg-3 — Applications regarding Contravened Settlements — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, s. 45.9.(3); as en. S. O. 2006, c. 30, s. 5	Event + 6 months (Event = after the contravention to which application relates or, after last contravention in the series)	45.9(3) If a settlement of an application made under section 34 or 35 is agreed to in writing and signed by the parties, a party who believes that another party has contravened the settlement may make an application to the Tribunal for an order under subsection (8), (a) within six months after the contravention to which the application relates; or (b) if there was a series of contraventions, within six months after the last contravention in the series.
g054	542	OLA-Hm.Rg-4 — Designations of Special Programs — Limitation Period	Human Rights Code, R. S. O. 1990, c. H.19, <u>s. 14</u> .(6) ; as en. S. O. 2006, c. 30, s. 1	Event + 5 years (Event = day issued or earlier as may be specified by Commission)	14.(6) A designation under subsection (3) or (5) expires five years after the day it is issued or at such earlier time as may be specified by the Commission.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g055 Income Tax Act 6 years and no outstanding tax prosecutions	254	OF-In.Tx.-4 — Director's Liability for Income Tax — Limitation Period	Income Tax Act, R. S. O. 1990, c. I.2, s. 38.(4); as am. S. O. 2004, c. 16, s. 3.	Event + 2 years (Event = director last ceased to be a director of that corporation.)	38.(4) No action or proceeding to recover any amount payable by a director under subsection (1) shall be commenced more than two years after the director last ceased to be a director of that corporation.
g055	255	OF-In.Tx.-2 — Income Tax Accounting Records and Books of Account [Incorporation of Federal Tax Act	Income Tax Act, R. S. O. 1990, c. I.2, s. 39; as am. S. O. 1993, c. 29, s. 2; as am. S. O. 2004, c. 16, s. 3.	Event + 6 years (Event = End of last taxation year to which records relate; at person's place of business or residence in Ontario) (R.S.O. 1990, c. I.2, s. 39(2); incorporating Income Tax Act Canada, s. 230(4))	39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined (2) Subsections 230.(2.1), (3), (4), (4.1), (4.2), (5), (6), (7) and (8) of the Federal Act apply for the purposes of this Act and, in the application thereof, any reference to subsection 230.(1) of the Federal Act shall be read as a reference to subsection (1).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g055	256	OF-In.Tx.-1 — Provincial Offence Tax Prosecutions — Limitation Period	Income Tax Act, R. S. O. 1990, c. I.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.	Event + 8 years (Event = Day subject matter of information/complaint arose)	48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.
g056 Insurance Act 2 years	261	OBFI-Insu.-2 — Auto Insurance Proceedings Statutory Conditions — Limitation Period	Statutory Conditions — Automobile Insurance Regulation, under the Insurance Act, O. Reg. 777/93, Schedule, s. 9(4)	Automobile or Contents: Event + 1 year (Event = Loss) And: Persons and Other Property Event + 2 years (Event = Cause of action arose) (O. Reg. 777/93, s. 9(4))	9.(4) Every action or proceeding against the insurer under this contract in respect of loss or damage to the automobile or its contents shall be commenced within one year next after the happening of the loss and not afterwards, and in respect of loss or damage to persons or other property shall be commenced within two years next after the cause of action arose and not afterwards.

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	259	OBF-Insu.-4 — Fire Insurance Claims — Limitation Period	Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14.	Event + 1 year (Event = Loss or damage occurs)	<p>148.(1) The conditions set forth in this section shall be deemed to be part of every contract in force in Ontario and shall be printed in English or French in every policy with the heading “Statutory Conditions” or “Conditions légales”, as may be appropriate, and no variation or omission of or addition to any statutory condition is binding on the insured.</p> <p>.....</p> <p>STATUTORY CONDITIONS</p> <p>.....</p> <p>14. Every action or proceeding against the insurer for the recovery of a claim under or by virtue of this contract is absolutely barred unless commenced within one year next after the loss or damage occurs.</p>
g057 Lake Simcoe Protection Act, 2008 2 years	519	OENV-LSP-2 — Proceedings related to Lake Simcoe Region Conservation Authority under Conservation Authorities Act — Limitation Period	Lake Simcoe Protection Act, 2008, S. O. 2008, c. 23, s. 24.(2)	Event + 2 years (Event = Later of: day offence committed; or: day evidence of offence first came to attention of officer)	<p>24.(2) A proceeding under subsection 28.(16) or (24) of the Conservation Authorities Act that relates to a regulation made by the Lake Simcoe Region Conservation Authority under section 28 of that Act shall not be commenced more than two years after the later of the following days:</p> <ol style="list-style-type: none"> 1. The day on which the offence was committed. 2. The day on which evidence of the offence first came to the attention of an officer appointed under a regulation made under section 28 of the Conservation Authorities Act.

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g058 Land Transfer Tax Act 7 years	408	OF-LTT-5 — Land Transfer Tax Act Collectors — Documents, Records and Accounts	Land Transfer Tax Act, R. S. O. 1990, c. L.6, s. 9.3; as en. S. O. 2004, c. 31, Schedule 21, s. 16.	Event + 7 years (Event = date conveyance registered or information given to Minister unless written permission for earlier disposal received from Minister; at principal place of business in Ontario)	9.3(1) Every person required by section 5 to make a statement or affidavit or to deliver a return shall keep at their place of residence in Ontario or at their principal place of business in Ontario such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under this Act. (2) Every designated collector shall keep at the designated collector's principal place of business in Ontario documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes collectable, collected and remitted under this Act. (3) Every designated collector shall keep at the designated collector's principal place of business in Ontario documents, records and accounts in such form and containing such information as will enable the verification of information that the designated collector is required under subsection 5.2.(3) to give to the Minister. (4) A person required to keep documents, records and accounts shall do so for a period of seven years after the date on which the conveyance to which they relate is registered or the information to which they relate is given to the Minister, as the case may be, unless written permission for earlier disposal is received from the Minister.
g059 Limitations Act, 2002 – General Limitation 2 years	406	OLA-Limi02-1 — General Limitation Period	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.	Event + 2 years (Event = Day claim discovered)	4. Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

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g060 Limitations Act, 2002 – Ultimate Limitation 15 years	407	OLA-Limi02-7 — Ultimate Limitation Period	Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2)	Event + 15 years (Event = act or omission on which the claim is based took place)	15.(1) Even if the limitation period established by any other section of this Act in respect of a claim has not expired, no proceeding shall be commenced in respect of the claim after the expiry of a limitation period established by this section. (2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
g061 Long-Term Care Homes Act, 2007 – Residents Discharged + 10 years	451	OSS-LTCH-1 — Licensees — Plans of Care	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, ss. 6.(1), (7), (12), (13), (14)	Not specified “shall ensure provided”	6.(1) Every licensee of a long-term care home shall ensure that there is a written plan of care for each resident that sets out, (a) the planned care for the resident; (b) the goals the care is intended to achieve; and (c) clear directions to staff and others who provide direct care to the resident; and (d) any other requirements provided for in the regulations. (7) The licensee shall ensure that the care set out in the plan of care is provided to the resident as specified in the plan. (12) The licensee shall ensure that the resident, the resident’s substitute decision-maker, if any, and any other persons designated by the resident or substitute decision-maker are given an explanation of the plan of care. (13) Subsection (12) does not require the disclosure of information if access to a record of the information could be refused under the Personal Health Information Protection Act, 2004. (14) Nothing in this section limits a right of access to a plan of care under the Personal Health Information Protection Act, 2004.

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	455	OSS-LTCH-7 — Personal Information Authorization	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, s. 137	PRIVACY	<p>137 (1) A head and an institution are authorized to disclose personal information to an inspector or the Director for the purpose of complying with any requirement under this Act or facilitating an inspection or inquiries under this Act.</p> <p>(2) In this section, “head”, “institution” and “personal information” have the same meaning as in the Municipal Freedom of Information and Protection of Privacy Act.</p> <p>187. (3) The Minister and the Director shall disclose personal information subject to any conditions provided for in the regulations for purposes related to the administration of this Act or for such other purposes as may be provided for in the regulations, but the Minister or the Director shall not disclose the information if, in <u>his or her</u> their opinion, the disclosure is not related to those purposes.</p>

	457	OSS-LTCH-9 — Access to Long- Term Care Information	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, s. 187	PRIVACY	<p>187 (1) The Minister and the Director may directly or indirectly collect personal information, subject to any conditions provided for in the regulations, for purposes related to the administration of this Act or for such other purposes as may be provided for in the regulations.</p> <p>(2) The Minister and the Director may use personal information, subject to any conditions provided for in the regulations, for purposes related to the administration of this Act or for such other purposes as may be provided for in the regulations.</p> <p>(3) The Minister and the Director shall disclose personal information subject to any conditions provided for in the regulations for purposes related to the administration of this Act or for such other purposes as may be provided for in the regulations, but the Minister or the Director shall not disclose the information if, in <u>his or her</u> their opinion, the disclosure is not related to those purposes.</p> <p>(4) <u>Subject to any conditions provided for in the regulations, the Minister may enter into agreements to collect, use or disclose personal information for purposes related to the administration of this Act or for such other purposes as may be provided for in the regulations.</u> The Minister, the Director or an inspector may communicate or allow to be communicated or disclosed information acquired, furnished, obtained, made or received under this Act or the regulations.</p> <p>(5) <u>An agreement under subsection (4) shall provide that personal information collected, used or disclosed under it is confidential and shall require mechanisms for maintaining the confidentiality of the information.</u> Subject to any conditions provided for in the regulations, the Minister may enter into agreements to collect, use or disclose personal information for purposes related to the administration of this Act or for such other purposes as may be provided for in the regulations.</p> <p>(6) An agreement under subsection (5) shall provide that personal information collected, used or disclosed under it is confidential and shall require mechanisms for maintaining the confidentiality of the information.</p>
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		OSS-LTCH-24 — Licensees — Use of Physical Restraint Devices Records	Fixing Long-Term Care Act, 2021 ONTARIO REGULATION 246/22 GENERAL, ss. 119 (7), (8)	Shall ensure	<p>119. (7) Every licensee shall ensure that every use of a physical device to restrain a resident under section 35 of the Act is documented and, without limiting the generality of this requirement, the licensee shall ensure that the following are documented:</p> <ol style="list-style-type: none"> 1. The circumstances precipitating the application of the physical device. 2. What alternatives were considered and why those alternatives were inappropriate. 3. The person who made the order, what device was ordered, and any instructions relating to the order. 4. Consent. 5. The person who applied the device and the time of application. 6. All assessment, reassessment and monitoring, including the resident's response. 7. Every release of the device and all repositioning. 8. The removal or discontinuance of the device, including time of removal or discontinuance and the post-restraining care. <p>(8) Every licensee shall ensure that every use of a physical device to restrain a resident pursuant to the common law duty referred to in section 39 of the Act is documented and, without limiting the generality of this requirement, the licensee shall ensure that the following are documented:</p> <ol style="list-style-type: none"> 1. The circumstances precipitating the application of the physical device. 2. The person who made the order, what device was ordered, and any instructions relating to the order. 3. The person who applied the device and the time of application. 4. All assessment, reassessment and monitoring, including the resident's response. 5. Every release of the device and all repositioning. 6. The removal or discontinuance of the device, including time of removal or discontinuance and the post-restraining care.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	513	OSS-LTCH-41 — Licensees — Resident Records	Fixing Long-Term Care Act, 2021 ONTARIO REGULATION 246/22 GENERAL, s. 274 to 276	Event + 10 years (Event =after the resident is discharged from the home.)	<p>274. Every licensee of a long-term care home shall ensure that,</p> <p>(a) a written record is created and maintained for each resident of the home; and</p> <p>(b) the resident's written record is kept up to date at all times.</p> <p>Records of current residents</p> <p>275. Every licensee of a long-term care home shall ensure that the records of the residents of the home are kept at the home.</p> <p>Retention of resident records</p> <p>276. (1) Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by the licensee for at least 10 years after the resident is discharged from the home.</p> <p>(2) A record kept under subsection (1) must be kept at the home for at least the first year after the resident is discharged from the home.</p>

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		OSS-LTCH-49 — Resident Application Records	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, ss.50 (3); ss.51 (3), (8), (11)	<p>Approved applicants - retain with resident file</p> <p>Ineligible applicants - retain for one year if no appeal (appeals with tribunal - retain for one year after hearing ends)</p>	<p>50. (3) An application shall be made in accordance with the regulations.</p> <p>51. (3) The placement co-ordinator who determined that the applicant is eligible for long-term care home admission shall, if the applicant wishes, assist the applicant in selecting the long-term care home or homes with respect to which the applicant will apply for authorization of admission.</p> <p>(8) If the licensee approves the applicant's admission, the licensee shall give the appropriate placement co-ordinator a written notice which shall include an acknowledgement that the licensee has reviewed the assessments and information the licensee is required to review under subsection (7).</p> <p>(11) The appropriate placement co-ordinator may authorize the admission of the applicant to a home only if,</p> <p>(a) for each of the assessments required under subsection 50 (4), either the assessment or a reassessment was made within the three months preceding the authorization of admission, or within the preceding three months there was a significant change in the person's condition or circumstances in which case a reassessment was made at that time;</p> <p>(b) the applicant is still eligible for long-term care home admission following the review of any reassessment described in clause (a) and any redetermination required under subsection (12);</p> <p>(c) the licensee of the home approves the person's admission to the home; and</p> <p>(d) the person provides consent to being admitted to the home.</p>

g062	452	OSS-LTCH-3 — Residents Information Packages	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, s. 84	Not specified “shall ensure”	<p>84 (1) Every licensee of a long-term care home shall ensure that,</p> <ul style="list-style-type: none"> (a) a package of information that complies with this section is given to every resident and to the substitute decision-maker of the resident, if any, at the time that the resident is admitted; (b) the package of information is made available to family members of residents and persons of importance to residents; (c) the package of information is revised as necessary; (d) any material revisions to the package of information are provided to any person who has received the original package and who is still a resident or substitute decision-maker of a resident; and (e) the contents of the package and of the revisions are explained to the person receiving them. <p>Contents</p> <p>(2) The package of information shall include, at a minimum,</p> <ul style="list-style-type: none"> (a) the Residents’ Bill of Rights; (b) the long-term care home’s mission statement; (c) the long-term care home’s policy to promote zero tolerance of abuse and neglect of residents; (d) an explanation of the duty under section 28 to make mandatory reports; (e) the long-term care home’s procedure for initiating complaints to the licensee; (f) the written procedure, provided by the Director, for making complaints to the Director, together with the contact information of the Director, or the contact information of a person designated by the Director to receive complaints;
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					<ul style="list-style-type: none"> (g) notification of the long-term care home's policy to minimize the restraining and confining of residents and how a copy of the policy can be obtained; (h) the name and telephone number of the licensee and an email address maintained and monitored by the licensee that can receive communications from a resident or the substitute decision-maker of the resident; (i) a statement of the maximum amount that a resident can be charged under paragraph 1 or 2 of subsection 94 (1) for each type of accommodation offered in the long-term care home; (j) a statement of the reductions, available under the regulations, in the amount that qualified residents can be charged for each type of accommodation offered in the long-term care home; (k) information about what is paid for by funding under this Act or the Connecting Care Act, 2019 or the payments that residents make for accommodation and for which residents do not have to pay additional charges; (l) a list of what is available in the long-term care home for an extra charge, and the amount of the extra charge; (m) a statement that residents are not required to purchase care, services, programs or goods from the licensee and may purchase such things from other providers, subject to any restrictions by the licensee, under the regulations, with respect to the supply of drugs; (n) a disclosure of any non-arm's length relationships that exist between the licensee and other providers who may offer care, services, programs or goods to residents; (o) information about the Residents' Council, including any information that may be provided by the Residents' Council for inclusion in the package; (p) information about the Family Council, if any, including any information that may be provided by the Family Council for inclusion in the
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					package, or, if there is no Family Council, any information provided for in the regulations; (q) an explanation of the protections afforded by section 30; and (r) any other information provided for in the regulations.
g062	453	OSS-LTCH-4 — Posting of Information for Residents	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, ss.85 (1)	Shall ensure	85 (1) Every licensee of a long-term care home shall ensure that the required information is posted in the home, in a conspicuous and easily accessible location in a manner that complies with the requirements, if any, established by the regulations.

g062	454	OSS-LTCH-5 — Satisfaction Survey Documentation	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, s.43	Shall ensure	<p>43 (1) Every licensee of a long-term care home shall ensure that, unless otherwise directed by the Minister, at least once in every year a survey is taken of the residents, their families and caregivers to measure their experience with the home and the care, services, programs and goods provided at the home.</p> <p>(2) Where the regulations provide for how the survey is to be administered, the licensee shall ensure that the survey is administered in the manner and in the form provided for in the regulations, and that it contains the content provided for in the regulations.</p> <p>(3) A licensee shall make every reasonable effort to act on the results of the survey and to improve the long-term care home and the care, services, programs and goods accordingly.</p> <p>(4) The licensee shall seek the advice of the Residents' Council and the Family Council, if any, in carrying out the survey and in acting on its results.</p> <p>Documentation</p> <p>(5) The licensee shall ensure that,</p> <ul style="list-style-type: none"> (a) the results of the survey are documented and made available to the Residents' Council and the Family Council, if any, to seek their advice under subsection (4); (b) the actions taken to improve the long-term care home, and the care, services, programs and goods based on the results of the survey are documented and made available to the Residents' Council and the Family Council, if any; (c) the documentation required by clauses (a) and (b) is made available to residents and their families; and (d) the documentation required by clauses (a) and (b) is kept in the long-term care home and is made available during an inspection under Part X.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OSS-LTCH-6 — Long-Term Care Home — Accounts and Records	Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1, s. 95	Not specified “shall keep”	95. Every licensee of a long-term care home shall keep accounts and records with respect to each long-term care home operated by the licensee, (a) that are separate from the accounts and records of any other long-term care home operated by the licensee, and from any other business of the licensee; and (b) that meet any other requirements that may be provided for in the regulations.
		OSS-LTCH-20 — Infection Prevention and Control Program	Fixing Long-Term Care Act, 2021 ONTARIO REGULATION 246/22 GENERAL, s. 102	Shall ensure	102. (1) Every licensee of a long-term care home shall ensure that the infection prevention and control program required under subsection 23 (1) of the Act complies with the requirements of this section. O. Reg. 246/22, s. 102 (1). (2) The licensee shall implement, (a) any surveillance protocols issued by the Director for a particular communicable disease or disease of public health significance; and (b) any standard or protocol issued by the Director with respect to infection prevention and control. O. Reg. 246/22, s. 102 (2).
		OSS-LTCH-23 — Licensees — Complaints Procedure	Fixing Long-Term Care Act, 2021 ONTARIO REGULATION 246/22 GENERAL, s. 107	Not specified “shall ensure”	107. Every licensee of a long-term care home shall ensure that the written procedures required under clause 26 (1) (a) of the Act incorporate the requirements set out in section 108 of this Regulation.

		OSS-LTCH-27 — Licensees — Annual Inspection	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, s. 146; ss. 150 (1), (9)	Not specified “shall make it available”	<p>146 Every long-term care home shall be inspected at least once a year.</p> <p>150 (1) An inspector conducting an inspection,</p> <p>(a) may inspect,</p> <p>(i) the premises of the long-term care home or the premises of a place operated in connection with the home and providing services to it, and</p> <p>(ii) the operations on the premises;</p> <p>(b) may inspect or copy a record or other thing;</p> <p>(c) may demand the production of records or other things that the inspector believes are relevant to the inspection from any person;</p> <p>(d) may question a person;</p> <p>(e) may photograph, film or make any other kind of recording, but only in a manner that does not intercept any private communications and that is in keeping with reasonable expectations of privacy;</p> <p>(f) may conduct examinations or tests;</p> <p>(g) may use data storage, processing or retrieval devices or systems located at the premises in order to produce a record in readable form;</p> <p>(h) may, on providing a receipt, remove a record, a sample of a substance or any other thing or take a specimen; and</p> <p>(i) may call upon experts for assistance in carrying out the inspection. 2021, c. 39, Sched. 1, s. 150 (1).</p> <p>Definition of record</p> <p>(9) In this section,</p>
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					"record" means any document or record of information, in any form, including a record of personal health information. 2021, c. 39, Sched. 1, s. 150 (9); 2022, c. 16, s. 7.
		OSS-LTCH-32 — Licensees — Absence Records	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, s. 70	Not specified "shall ensure"	70 A licensee of a long-term care home shall attend a meeting of the Residents' Council or the Family Council only if invited, and shall ensure that the staff, including the Administrator, and other persons involved in the management or operation of the home attend a meeting of either Council only if invited.

		OSS-LTCH-36 — Licensees — Training and Orientation Evaluation Records	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, s. 79; ss. 82 (1), (2), (7);	Not specified “shall ensure”	<p>79 Every licensee of a long-term care home shall ensure that all the staff of the home, including the persons mentioned in sections 76 to 78,</p> <ul style="list-style-type: none"> (a) have the proper skills and qualifications to perform their duties; and (b) possess the qualifications provided for in the regulations. <p>.....</p> <p>82 (1) Every licensee of a long-term care home shall ensure that all staff at the home have received training as required by this section.</p> <p>(2) Every licensee shall ensure that no person mentioned in subsection (1) performs their responsibilities before receiving training in the areas mentioned below:</p> <ol style="list-style-type: none"> 1. The Residents’ Bill of Rights. 2. The long-term care home’s mission statement. 3. The long-term care home’s policy to promote zero tolerance of abuse and neglect of residents. 4. The duty under section 28 to make mandatory reports. 5. The protections afforded by section 30. 6. The long-term care home’s policy to minimize the restraining and confining of residents. 7. Fire prevention and safety. 8. Emergency and evacuation procedures. 9. Infection prevention and control. 10. All Acts, regulations, policies of the Ministry and similar documents, including policies of the licensee, that are relevant to the person’s responsibilities. 11. Any other areas provided for in the regulations.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(7) Every licensee shall ensure that all staff who provide direct care to residents receive, as a condition of continuing to have contact with residents, training in the areas set out in the following paragraphs, at times or at intervals provided for in the regulations:</p> <ol style="list-style-type: none"> 1. Abuse recognition and prevention. 2. Mental health issues, including caring for persons with dementia. 3. Behaviour management. 4. How to minimize the restraining ^ and confining of residents and, where restraining ^ or confining is necessary, how to do so in accordance with this Act and the regulations. 5. Palliative care. 6. Any other areas provided for in the regulations.
		OSS-LTCH-38 — Licensees — Quality Control Records	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, s. 42; s. 95	Shall keep	<p>42 Every licensee of a long-term care home shall implement a continuous quality improvement initiative as provided for in the regulations.</p> <p>95 Every licensee of a long-term care home shall keep accounts and records with respect to each long-term care home operated by the licensee,</p> <ol style="list-style-type: none"> (a) that are separate from the accounts and records of any other long-term care home operated by the licensee, and from any other business of the licensee; and (b) that meet any other requirements that may be provided for in the regulations.

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		OSS-LTCH-47 — Licensees — Trust Accounts for Residents, Statements, Accounts and Records	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, ss. 193 (2) par. 18; ss.94 (5)	Shall keep	193 (2) <u>18.</u> requiring licensees to establish trust accounts for residents, and governing the administration of the trust accounts, including, without limiting the generality of the foregoing, setting limits on the amount that may be held in a trust account; 94 <u>(5)</u> The licensee shall, at intervals provided for in the regulations, provide each resident or representative of the resident with an itemized statement of, (a) charges made to the resident; and (b) money held on behalf of the resident by the licensee or an employee or agent of the licensee.
		OSS-LTCH-52 — Licensees — Non-Arms Length Transaction Records	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, ss. 96 (3)	Shall submit	96. (3) Every licensee of a long-term care home shall submit reports to the Director, as provided for in the regulations, on every non-arm's length transaction entered into by the licensee.
g064 2 years		OSS-LTCH-30 — Licensees — Drug Records	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, ss. 6 (3); s. 16	Not specified, shall ensure	Plan to cover all aspects of care 6 (3) The licensee shall ensure that the plan of care covers all aspects of care, including medical, nursing, personal support, mental health, nutritional, dietary, recreational, social, palliative, restorative, religious and spiritual care. 16 Every licensee of a long-term care home shall ensure that there is an organized program of medical services for the home. ...

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OSS-LTCH-31 — Licensees — Medication Incidents and Adverse Drug Reactions	Fixing Long-Term Care Act, 2021 S.O. 2021, CHAPTER 39 SCHEDULE 1, ss. 92 (1), (2) (a)(b)	Not specified, shall ensure	<p>92 (1) The Lieutenant Governor in Council may make regulations for carrying out the purposes and provisions of this Part.</p> <p>Specific inclusions</p> <p>(2) Without restricting the generality of subsection (1), the Lieutenant Governor in Council may make regulations,</p> <ul style="list-style-type: none"> (a) governing how drugs in long-term care homes are dealt with, including, without restricting the generality of the foregoing, governing their administration, handling and storage, requiring their destruction in specified circumstances, allowing licensees to restrict from whom drugs may be supplied and placing restrictions on who may have drugs in their possession; (b) relating to the use of psychotropic drugs in long-term care homes, including requiring a licensee of a home to discuss the use of such drugs with the Medical Director of the home and requiring the Medical Director to prepare reports and advise the licensee on the use of such drugs in the home;

<p>g065</p> <p>Long-Term Care Homes Act, 2007 – Staffing</p> <p>Termination + 7 years</p>		<p>OSS-LTCH-42 — Licensees — Staff Records</p>	<p>Fixing Long-Term Care Act, 2021</p> <p>S.O. 2021, CHAPTER 39</p> <p>SCHEDULE 1, <u>ss.</u> 79; s. 80; ss. 81 (1) to (3)</p>	<p>Not specified, shall ensure</p>	<p>79 Every licensee of a long-term care home shall ensure that all the staff of the home, including the persons mentioned in sections 76 to 78,</p> <p>(a) have the proper skills and qualifications to perform their duties; and</p> <p>(b) possess the qualifications provided for in the regulations.</p> <p>Continuity of care — limit on temporary, casual or agency staff</p> <p>80 (1) In order to provide a stable and consistent workforce and to improve continuity of care to residents, every licensee of a long-term care home shall ensure that the use of temporary, casual or agency staff is limited in accordance with the regulations.</p> <p>Agency staff</p> <p>(2) In subsection (1),</p> <p>“agency staff” means staff who work at the long-term care home pursuant to a contract between the licensee and an employment agency or other third party.</p> <p>Screening measures</p> <p>81 (1) Every licensee of a long-term care home shall ensure that screening measures are conducted in accordance with the regulations before hiring staff and accepting volunteers.</p> <p>Police record checks</p> <p>(2) The screening measures shall include police record checks, unless the person being screened is under 18 years of age.</p> <p>When agency staff is hired</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					(3) For the purposes of subsection (1), a staff member who is agency staff, as that term is defined in subsection 80 (2), is considered to be hired when they first work at the home.
g066 Marriage Act Shall keep	276	OLA-Marr.-1 — Issuers — Marriage Licences	Marriage Act, R. S. O. 1990, c. M.3, s. 13. (1) to (2)	Not specified “shall keep”	13. (1) Every issuer shall keep in his or her office a record of the serial number and the date of issue of every licence issued by him or her, and the names and addresses of the parties to the intended marriage. (2) Any person is entitled, upon application, to have a search made respecting any licence issued within three months immediately preceding the date of application.
	277	OLA-Marr.-2 — Marriage Register	Marriage Act, R.S.O. 1990, c. M.3, s. 28(1).	Not specified “shall keep”	28.(1) Every person shall immediately after he or she has solemnized a marriage, (a) where the marriage was solemnized in a church, enter in the church register kept for the purpose; or (b) where the marriage was solemnized elsewhere than in the church, enter in a register kept by him or her for the purpose, the particulars prescribed by the regulations, and the entry shall be authenticated by his or her signature and those of the parties and witnesses.
g067 Municipal Act, 2001 - Records	462	OMUN-Muni01- 2 — Municipal Records Retention	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(1)	Not specified “shall retain and preserve records”	254.(1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	465	OMUN-Muni01-14 — Local Board Records	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(2)	Not specified “shall retain and preserve in secure and accessible manner”	254.(2) Despite subsection (1), a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner.
g067	463	OMUN-Muni01-15 — Records Agreement Transferred Records	Municipal Act, 2001, S. O. 2001, c. 25, ss. 254.(3),(4),(5),(6); as am. S. O. 2006, c. 32, Sched. A, s. 108.	Event = duty to retain and preserve records under this section may enter into an agreement for archival services	254.(1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. (3) A municipality, group of municipalities or local board that has a duty to retain and preserve records under this section may enter into an agreement for archival services with an archivist described in subsection (4) with respect to the records but a local board shall not enter into such an agreement without the consent of the municipalities of which it is a local board. 2001, c. 25, s. 254 (3).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	466	OMUN-Muni01-18 — Destruction of Records According to Retention Periods	Municipal Act, 2001, S. O. 2001, c. 25, ss. 255.(1) to (5); as am. S. O. 2006, c. 32, Sched. A, ss. 109(1),(2)	Event = Destroy only if retention period expired or if is copy	<p>255.(1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.</p> <p>(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,</p> <p>(a) the retention period has expired; or</p> <p>(b) the record is a copy of the original record.</p> <p>(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.</p> <p>(4) Despite subsection (3), if a local board is a local board of more than one municipality, a majority of the affected municipalities may establish retention periods during which the records of the local board must be retained and preserved in accordance with section 254.</p> <p>(5) Subsections (1) to (4) continue to apply to records transferred to a person under section 254.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	572	OMUN-Muni01-20 — Treasurer of Municipality — Statement on Remuneration and Expenses	Municipal Act, 2001, S. O. 2001, c. 25, s. 284	Not specified “shall provide/are public records”	<p>284.(1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,</p> <ul style="list-style-type: none"> (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council; (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. <p>(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.</p> <p>(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year.</p> <p>(4) Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Muni01-24 — Municipality — Designated Operations Information	Municipal Act, 2001, S.O. 2001, c. 25, ss. 299.(3), (4), (6); as am. S.O. 2006, c. 32, Sched. A, s. 126.(2)	Keep to provide Minister on request	<p>299.(3) A municipality shall provide the Minister with information designated by the Minister which, in the Minister's opinion, relate to the efficiency and effectiveness of the municipality's operations, at the times and in the manner and form designated by the Minister.</p> <p>(4) A municipality shall publish all or such portion of the information as may be designated by the Minister at the times designated by the Minister but in the manner and form determined by the municipality.</p> <p>.....</p> <p>(6) A designation by the Minister under this section may be general or specific in its application.</p>
g068 Municipal Act, 2001 – Appeals	566	OMUN-Muni01-10 — Municipality — Appeal Information	Municipal Act, 2001, S.O. 2001, c. 25, s. 222 (4) to (6); as am. S.O. 2017, c. 23, Sched. 5, s. 49(3)	Keep to provide on request to Ontario Land Tribunal	<p>222. (4) Within 45 days after a by-law described in subsection (1) is passed, the Minister or any other person or agency may appeal to the Ontario Land Tribunal by filing a notice of appeal with the municipality setting out the objections to the by-law and the reasons in support of the objections. 2006, c. 32, Sched. A, s. 96 (1).</p> <p>(5) Within 15 days after the last day for filing a notice of appeal under subsection (4), the municipality shall forward any notices of appeal to the Tribunal. 2001, c. 25, s. 222 (5)</p> <p>(6) The municipality shall provide any other information or material that the Tribunal requires in connection with the appeal. 2001, c. 25, s. 222 (6); 2017, c. 23, Sched. 5, s. 49 (3).</p>

g068 2 years		OMUN-Muni01-33 — Land Tax Repeals Applications — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, ss. 358(1) to (4) , (6) to (8), (10), (13), (15); as am. S.O. 2010, c. 10, Sched. 1, s. 50(1); as am. S.O. 2017, c. 10, Sched. 1, s. 50	Event + 2 years (Event See= Application filed between March 1 and December 31 of year)	<p>358.(1) Upon application to the treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce or refund all or part of the taxes levied on land,</p> <p>(a) in one or both of the two years preceding the year in which the application is made for any overcharge caused by a gross or manifest error in the preparation of the assessment roll that is clerical or factual in nature, including the transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property; or</p> <p>(b) in the year or years in respect of which an assessment is made under section 33 or 34 of the Assessment Act for any overcharge caused by a gross or manifest error in the preparation of the assessment that is clerical or factual in nature, including the transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property.</p> <p>(2) An application may only be made by,</p> <p>(a) the owner of the land or by another person described in subsection 357(2); or</p> <p>(b) the treasurer of the local municipality.</p> <p>(3) An application in respect of an error in the preparation of the assessment roll must be filed with the treasurer between March 1 and December 31 of a year and may apply to taxes levied for one or both of the two years preceding the year in which the application is made and the application shall indicate to which year or years it applies.</p> <p>(3.1) An application in respect of an error in the preparation of an assessment under section 33 or 34 of the Assessment Act must be filed with the treasurer on or before December 31 of the second year following the year in which the assessment was made and may apply to taxes levied for the year or years in</p>
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					<p>respect of which the assessment was made and the application shall indicate to which year or years it applies.</p> <p>(4) Despite subsection (3), if the assessment corporation extends the time for the return of the assessment roll under subsection 36(2) of the Assessment Act, an application shall not be made until at least 61 days after the return.</p> <p>.....</p> <p>(6) The treasurer shall send a copy of the application to the assessment corporation and the registrar of the Assessment Review Board.</p> <p>(7) An application shall not be heard by council under subsection (9) unless the assessment corporation confirms an error in the assessment referred to in the application.</p> <p>(8) If an application is not valid under subsection (5), the treasurer shall notify the applicant in writing of the reasons it is not valid.</p> <p>.....</p> <p>(10) Within 14 days after making its decision, council shall notify the applicant of the decision.</p> <p>.....</p> <p>(13) The council shall forward to the registrar of the Assessment Review Board and to the assessment corporation a certified copy of any by-law passed under subsection (12).</p> <p>.....</p> <p>(15) The council and the Assessment Review Board shall forward a copy of their decisions under this section to the assessment corporation, but failure to comply with this requirement does not invalidate the proceedings taken under this section.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Muni01-35 — Actions for Repayment of Rebate Overpayments — Limitation Period	Municipal Act, 2001, S.O. 2001, c. 25, s. 364.(23)	Event + 2 years (Event = Application made)	364.(23) Subsection (22) does not apply unless the municipality notifies the owner within two years after the application with respect to which the overpayment relates was made.
g069 Municipal Elections Act, 1996	413	OMUN-Mn.El96-3 — Municipal Elections Clerks — Notice to Electors of By-laws and Questions	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 8(6), (7)	Not specified “shall give”	8.(6) The clerk who is responsible for conducting the election shall give the electors notice of by-laws and questions referred to in this section. 8.(7) The upper-tier municipality or local board or the Minister, as the case may be, shall pay the local municipality’s reasonable costs of giving notice under subsection (6), as soon as possible after receiving a certificate verifying the amount and signed by the clerk of the local municipality.
	415	OMUN-Mn.El96-5 — Municipal Elections — Notices of Passing of By-law	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(4) s. 8.(1)	Not specified “shall give notice”	8.1(4) Within 15 days after a municipality passes a by-law under clause 8(1)(b) or (c), the clerk shall give notice of the passage of the by-law to the public and the Minister. 8.(1) The council of a municipality may pass a by-law to submit to its electors, . . . (b) subject to s. 8.1, a question not otherwise authorized by-law but within the council’s jurisdiction; (c) subject to s. 8.1, a question, the wording of which is established by an Act or a regulation under an Act.

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	416	OMUN-Mn.El96-6 — Municipal Elections Appeals — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(9); as am. S. O. 2007, c. 15, s. 40.(1), Table 1	Event + 2 months (60 days)(Event = receiving notices)	8.1(9) The Chief Electoral Officer or his or her designate shall, within 60 days of receiving notices under subsection (7), hold a hearing and dismiss the appeal or allow the appeal in whole or in part.
	417	OMUN-Mn.El96-7 — Municipal Elections — Forms	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 9.(1)	Event = Shall be made available in English only	9.(1) Notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality has passed a by-law under subsection (2).
	418	OMUN-Mn.El96-8 — Municipal Elections — Notices Format	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 9.1.(2).	Event = Shall be made available in English and French	9.1(2) Notices, forms and other information provided under this Act with respect to the matters described in subsection (1) shall be made available in English and French and shall not be provided in any other language unless the council of the municipality has passed a by-law under subsection (3).
	419	OMUN-Mn.El96-9 — Clerk of Upper-Tier Municipality — Nomination Papers	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 11.1.(4)	Not specified “shall be filed”	11.1(4) Nominations for the office shall be filed with the clerk of the upper-tier municipality who shall send the names of the candidates by registered mail within 48 hours after the closing of nominations to the clerk of each lower-tier municipality in which the election is to be held.
	420	OMUN-Mn.El96-11 — Clerk — Delegations to Deputy Returning Officers or Election Officers	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 15.(4)	Not specified “shall be in writing”	15.(4) The delegation shall be in writing.

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	421	OMUN-Mn.El96-12 — Municipal Elections — Scrutineer Appointments	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 16.(5),(6)	Keep to provide on request	16.(5) The appointment of a scrutineer shall be in writing if made by a candidate or applicant or by the Minister, and by resolution if made by a municipality or local board. (6) A scrutineer shall, on request, show proof of his or her appointment to the election official in charge of a voting place or of a place where votes are being counted.

	422	OMUN-Mn.El96-13 — Municipal Property Assessment Corporation — Annual School Preliminary List / Voters List Extracts	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 19.(1),(1.1),(1.2), (2), (3) to <u>(4)</u> (5) ; as am. S. O. 2009, c. 33, Sched. 21, s. 8; ss. 21.(1),(2); ss. 23.(3) to (5); as am. S. O. 2009, c. 33, Sched. 21, s. 8 ; as am. S.O. 2016, c. 15, s. 17	Not specified “Shall prepare and maintain”	<p>19. (1) The Chief Electoral Officer shall prepare and maintain a preliminary list for each local municipality and make it available to the clerk. 2020, c. 23, Sched. 4, s. 4 (1).</p> <p>(2) If the local municipality is divided into voting subdivisions, the preliminary list must contain a preliminary list for each voting subdivision. 2020, c. 23, Sched. 4, s. 4 (1).</p> <p>Permanent register</p> <p>(3) The preliminary list must be based on the permanent register of electors. 2020, c. 23, Sched. 4, s. 4 (1).</p> <p>Access to list</p> <p>(3.1) The clerk may obtain the preliminary list, or any information from the preliminary list, at one or more times before September 1 in the year of a regular election. 2020, c. 23, Sched. 4, s. 4 (1).</p> <p>(3.2)-(3.4) Repealed: 2020, c. 23, Sched. 4, s. 4 (1).</p> <p>Contents</p> <p>(4) The preliminary list shall contain,</p> <ul style="list-style-type: none"> (a) the name and address of each person who is entitled to be an elector under section 17; and (b) any additional information the clerk needs to determine for which offices each elector is entitled to vote. 1996, c. 32, Sched., s. 19 (4). <p>(5) If the local municipality is divided into voting subdivisions,</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(a) the name of each resident elector shall be included on the preliminary list for the voting subdivision in which he or she resides; and</p> <p>(b) the name of each non-resident elector shall be included on the preliminary list for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land. 1996, c. 32, Sched., s. 19 (5); 1999, c. 6, s. 43 (2); 2005, c. 5, s. 46 (2); 2020, c. 23, Sched. 4, s. 4 (2).</p> <p>.....</p> <p>23.(3) On written request, the clerk shall provide a copy of the voters' list to,</p> <p>(a) the secretary of a local board any of whose members are required to be elected at an election conducted by the clerk, or that has submitted a question to the electors;</p> <p>(b) the clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;</p> <p>(c) the clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the clerk, or that has submitted a by-law or question to the electors; and</p> <p>(d) the Minister, if he or she has submitted a question to the electors.</p> <p>(4) On the written request of a candidate for an office, the clerk shall provide him or her with the part of the voters' list that contains the names of the electors who are entitled to vote for that office.</p> <p>(5) The clerk shall not provide a copy of the voters' list under subsection (3) or a part of the voters' list under subsection (4) until September 1. 2016, c. 15, s. 17 (3).</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	424	OMUN-Mn.El96-16 — Clerk — Removal of Name from Voters List Applications	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 25 (1) to (4); as en. S.O. 2016, c. 15, s. 19	Not specified “shall be in writing/shall be filed”	<p>25.(1) The clerk may, on his or her own initiative, remove a person’s name from the voters’ list until the close of voting on voting day if the clerk is satisfied that the person has died. 2016, c. 15, s. 19.</p> <p>Same, upon application</p> <p>(2) The clerk shall remove a person’s name from the voters’ list upon receiving an application under subsection (3) if the clerk is satisfied that the person has died. 2016, c. 15, s. 19.</p> <p>Timing of application</p> <p>(3) A person may make an application to the clerk requesting that a deceased person’s name be removed from the voters’ list during the period that begins on September 1 and ends at the close of voting on voting day. 2016, c. 15, s. 19.</p> <p>Form and manner of application</p> <p>(4) The application shall be in writing and shall be filed,</p> <ul style="list-style-type: none"> (a) in person, by the applicant or his or her agent; (b) by mail, by the applicant; or (c) in any other format and manner that the clerk specifies. 2016, c. 15, s. 19.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	425	OMUN-Mn.El96-17 — Clerk — Interim and Final List of Changes	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 27; as am. S.O. 2016, c. 15, s. 20	Not specified “shall prepare”	<p>27 (1) During the period beginning on September 20 and ending on September 30 in the year of a regular election, the clerk shall,</p> <ul style="list-style-type: none"> (a) prepare an interim list of changes to the voters’ list that, <ul style="list-style-type: none"> (i) must include changes approved under sections 24 and 25 on or before September 20, and (ii) may include changes based on updated information from the permanent register of electors that the clerk obtains on or before September 20; and (b) give a copy of the interim list to each person who received a copy of the voters’ list under section 23. 2020, c. 23, Sched. 4, s. 9. <p>Final list</p> <p>(2) Within 30 days after voting day, the clerk shall,</p> <ul style="list-style-type: none"> (a) prepare a final list of the changes to the voters’ list approved under sections 24 and 25; and (b) give a copy of the final list of changes to the Chief Electoral Officer. 2020, c. 23, Sched. 4, s. 9.
	426	OMUN-Mn.El96-18 — Clerk — Voters List	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 28(1)	Not specified “shall prepare”	<p>28.(1) The clerk shall prepare and certify the voters’ list for use in each voting place established under section 45.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	427	OMUN-Mn.El96-19 — Council / Local Boards — Written Notices of Leave to be Candidate	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 30(2)	Not specified “shall give written”	30.(2) The employee shall give the council or local board written notice, in advance, of his or her intention to take unpaid leave under subsection (1).
	428	OMUN-Mn.El96-20 — Clerk — Notice of Offices	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 32	Not specified “shall give”	32. The clerk shall give notice of the offices for which persons may be nominated and of the nomination procedure under this Act.
	429	OMUN-Mn.El96-21 — Clerk — Notices of Penalties	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 33.1; as am. S. O. 2002, c. 17, Sched. D, s. 12	Not specified “shall give”	33.1 The clerk shall, before voting day, give to each person nominated for an office notice of, (a) the penalties under subsections 88.23(2) and 92(1) related to election campaign finances; and (b) the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.
	430	OMUN-Mn.El96-22 — Clerk — Notices of Rejection of Nomination	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 35.(4)	Not specified “shall give”	35.(4) When the clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.
	432	OMUN-Mn.El96-24 — Clerk — Notices of Election Information	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 40	Not specified “shall give”	40. When an election is to be held, the clerk shall give the electors notice of, (a) the location of the voting places; (b) the dates and times on which the voting places will be open for voting; (c) if section 44 (voting proxies) applies, the manner in which electors may use voting proxies; and (d) if a by-law has been passed under clause 42.(1)(b), (alternative voting methods), the manner in which electors may use the alternative voting method.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	433	OMUN-Mn.El96-25 — Clerk — List of Advance Voters	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 43.(5)(b),(6).	Keep to make available on request	43.(5) On each day of the advance vote the deputy returning officer of the voting place shall, . . . (b) as soon as possible after the close of voting, (i) prepare a list showing the name of each person who has voted on that day and identifying his or her voting place, and (ii) deliver to the clerk for safekeeping the ballot box, the list of names, and all other materials and documents related to the advance vote. (6) The clerk shall give a copy of any list referred to in subclause (5) (b) (i) to any certified candidate who has made a written request under subsection 23 ^ (4), subject to the restrictions set out in subsections 23 (6) and (7).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	434	OMUN-Mn.El96-26 — Access to Election Documents	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 47.(5)	PRIVACY	<p>47.(5) The persons described in clauses (1)(b), (c), (d) and (e) are each entitled,</p> <p>(a) to be present when materials and documents related to the election are delivered to the clerk under subclause 43.(5)(b)(ii) and clause 55.(1)(d);</p> <p>(b) to enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the voting place);</p> <p>(c) to place his or her own seal on the ballot box, immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal;</p> <p>(d) to place his or her own seal on the ballot box immediately after the close of voting on each day of an advance vote under section 43, so that ballots cannot be deposited or withdrawn without breaking the seal;</p> <p>(e) to examine each ballot as the votes are being counted by the deputy returning officer under section 54 (but not to touch the ballot);</p> <p>(f) to object to a ballot or to the counting of votes in a ballot under subsection 54.(3);</p> <p>(g) to sign the statement of the results of the election prepared by the deputy returning officer under clause 55.(1)(a); and</p> <p>(h) to place his or her own seal on the ballot box after the counting of the votes, when the deputy returning officer seals the box under clause 55.(1)(c), so that ballots cannot be deposited or withdrawn without breaking the seal.</p>
	435	OMUN-Mn.El96-27 — Clerk — Statement of Results	Municipal Elections Act, 1996, S.O. 1996, c. 32, ss. 55.(1)(a),(d),(2)	Keep to provide copy on request	<p>55.(1) As soon as possible after counting the votes, the deputy returning officer shall,</p> <p>(a) prepare a statement, in duplicate, showing the results of the election at the voting place;</p> <p>.....</p> <p>(d) deliver the original statement of results and the ballot box to the clerk.</p> <p>(2) A scrutineer or certified candidate is entitled to receive a copy of the statement of results from the clerk, on request.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	436	OMUN-Mn.El96-28 — Clerk — Certified Copy of Orders	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 63 (8), (9)	Not specified “shall give”	63.(9) The court shall give a certified copy of the order to the clerk. 63.(8) When the recount is complete the court shall, (a) make an order incorporating its decisions under subsection (6); (b) announce to the persons present, (i) the result of the recount, and (ii) how the court dealt with the disputed ballots; (c) place the disputed ballots in the original envelope and reseal it; and (d) return to the clerk the material provided under subsection (5).
	443	OMUN-Mn.El96-35 — Municipal Election Controverted Election Applications — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 83.(2); as am. 1996, c. 32, Sched., s. 83 (2)	Event + 0.25 years (90 days) (Event = voting day)	83.(2) The application shall be commenced within 90 days after voting day.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	446	OMUN-Mn.El96-38 — Access to Municipal Election Records	Municipal Elections Act, 1996, S.O. 1996, c. 32, ss. 88(5) to (9), (10); as am. S.O. 2009, c. 33, Sched. 21, s. 8; as am. S.O. 2016, c. 15, s. 45(2)	PRIVACY	<p>88(5) Despite anything in the Municipal Freedom of Information and Protection of Privacy Act, documents and materials filed with or prepared by the clerk or any other election official under this Act are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.</p> <p>(6) Subsection (5) does not apply to documents and materials filed with or prepared by the clerk or any other election official under this Act once the 120-day period has elapsed.</p> <p>(6.1) Subsection (5) does not entitle a person to inspect the contents of a ballot box or any applications made under section 24 or 25 unless authorized to do so by a court order.</p> <p>(6.2) Subsection (5) does not apply to information about a person that has been redacted under section 4.7 of the Election Act.</p> <p>(7) A person inspecting documents under this section is entitled to make extracts from them and, on payment of the fee established by the clerk, to make copies of them.</p> <p>(7.1) Subsection (7) does not entitle a person to make extracts from, or copies of, the voters' list, unless authorized to do so by a court order.</p> <p>(8) The fee established for copies shall not exceed the lowest rate the clerk charges for copies of other documents.</p> <p>(9) The court presiding over a proceeding in respect of any matter relating to a provision of this Act may make an order under clause (3)(a) or <u>subsection (6) (6.1) or (7.1)</u> if satisfied that the documents are or may be required for the proceeding.</p> <p>.....</p> <p>(10) No person shall use information obtained from public records described in subsection (5), except for election purposes.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	447	OMUN-Mn.El96-39 — Access to Records Exceptions	Municipal Elections Act, 1996, S.O. 1996, c. 32, ss. 88(6.1), (11); as am. S.O. 2016, c. 15, s. 45(2)	PRIVACY	88.(6.1) Subsection (5) does not entitle a person to inspect the contents of a ballot box or any applications made under section 24 or 25 unless authorized to do so by a court order. (11) A voters’ list prepared under this Act shall not be, (a) posted in a public place; or (b) made available to the public in another manner that is prescribed.
	448	OMUN-Mn.El96-40 — Deputy Returning Officer — Objections List	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 54.(4)(b),(c); as am. S. O. 1996, c. 32, Sched., s. 54.(4)	Not specified “shall establish”	54.(4) The deputy returning officer shall, . . . (b) establish a list in which the objections are summarized and individually numbered; and (c) write the number of each objection on the back of the relevant ballot and initial the number.
	449	OMUN-Mn.El96-41 — Posting of Voter’s List	General Regulation, under the Municipal Elections Act, 1996, O. Reg. 101/97, s. 9; as en. O. Reg. 150/18, s. 2	Not specified	9. For the purpose of clause 88(11)(b) of the Act, the following methods of making a voters’ list prepared under the Act available to the public are prescribed: 1. Posting on an Internet website. 2. Any other print or electronic medium of mass communication.

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	450	OMUN-Mn.El96-42 — Municipal By-law Votes — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.3.(1),(5)	Event + 4 years (Event = day action took effect, or voting day)	8.3(1) If the results of a question authorized by a by-law under clause 8(1)(b) are binding on a municipality, (a) if an affirmative answer received the majority of the votes, the municipality shall do everything in its power to implement the results of the question in a timely manner; and (b) if a negative answer received the majority of the votes, the municipality shall not do anything within its jurisdiction to implement the matter which was the subject of the question for a period of four years following voting day. (5) A municipality that has passed a by-law or resolution or taken any other action to implement the results of the question shall not do anything within its jurisdiction to reverse or substantially change the action for a period of four years following the day the action took effect.
	652	OMUN-Mn.El96-45 — Regular Election Offence Prosecutions — Limitation Period	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 94.2.(1); as en. S.O. 2009, c. 33, Sched. 21, s. 8	Event + 4 years (Event = November 15 of year regular election held)	94.2(1) No prosecution for an offence under this Act in relation to a regular election shall be commenced after November 15 of the fourth year following the year in which the regular election was held.
	653	OMUN-Mn.El96-46 — By-Election Offence Prosecutions — Limitation Period	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 94.2.(2); as en. S.O. 2009, c. 33, Sched. 21, s. 8	Event = November 15 of next regular election after by-election	94.2(2) No prosecution for an offence under this Act in relation to a by-election shall be commenced after November 15 of the year of the next regular election after the by-election.

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		OMUN-Mn.El96-48 — Clerks — Compliance Reports	<i>Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 88.23(4); as en. S.O. 2016, c. 15, s. 60</i>	Keep to make available on request	88.23(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25.
		OMUN-Mn.El96-49 — Clerks — Registered Third Parties Financial and Auditor's Reports	<i>Municipal Elections Act, 1996, S.O. 1996, c. 32, ss. 88.29(1), (11) ; as en. S.O. 2016, c. 15, s. 61</i>	Keep to make available on request	88.29(1) On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements, (a) in the case of a regular election, as of December 31 in the year of the election; and (b) in the case of a by-election, as of the 45th day after voting day. (11) As soon as possible after April 30 in the year following a regular election or 75 days after voting day in a by-election, the clerk shall make available to the public on a website or in another electronic format a list of all registered third parties for the election along with an indication of whether each has filed a financial statement and auditor's report under subsection (1)
		OMUN-Mn.El96-50 — Clerks — Compliance Audit Reports	<i>Municipal Elections Act, 1996 S.O. 1996, CHAPTER 32 SCHEDULE, ss. 88.34 (2), (4)</i>	Not specified "shall prepare / forward"	88.34(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and, (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. (4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Mn.El96-54 — Clerks — Election Reports	<i>Municipal Elections Act, 1996</i> <i>S.O. 1996, CHAPTER 32</i> <i>SCHEDULE ss. 55 (4), (4.1)</i>	Keep to make available on request on website or another electronic format	<p>55(4) The clerk shall, as soon as possible after voting day,</p> <ul style="list-style-type: none"> (a) declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected; and (b) declare the result of any vote on a by-law or question. 1996, c. 32, Sched., s. 55 (4). <p>Information to be made available</p> <p>(4.1) As soon as possible after voting day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:</p> <ul style="list-style-type: none"> 1. The number of votes for each candidate. 2. The number of declined and rejected ballots. 3. The number of votes for the affirmative or negative on a by-law or question. 2016, c. 15, s. 39 (1).

		OMUN-Mn.El96-58 — Candidates — Advertisement Records	<i>Municipal Elections Act, 1996</i> <i>S.O. 1996, CHAPTER 32</i> <i>SCHEDULE ss. 88.22 (1) (g) to (r)</i>	Event = Retained for term of office of members of council or local board and until successors elected / organized	88.22(1) A candidate shall ensure that, . . . (g) records are kept of, (i) the receipts issued for every contribution, (ii) the value of every contribution, (iii) whether a contribution is in the form of money, goods or services, and (iv) the contributor's name and address; (h) records are kept of every expense including the receipts obtained for each expense; (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay; (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less; (k) records are kept of any loan and its terms under section 88.17; (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized; (m) financial filings are made in accordance with sections 88.25 and 88.32; (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate; (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention; (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed; (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and (r) each contributor is informed that a contributor shall not make contributions exceeding, (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board. 2016, c. 15, s. 60; 2017, c. 10, Sched. 4, s. 8 (13).
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		OMUN-Mn.El96-59 — Registered Third Parties — Contribution Records	<i>Municipal Elections Act, 1996</i> <i>S.O. 1996, CHAPTER 32</i> <i>SCHEDULE ss. 88.26 (1) (g) to (r)</i>	Event = Retained for term of office of members of council or local board and until successors elected / organized	88.26(1) A registered third party shall ensure that, . . . (g) records are kept of, (i) the receipts issued for every contribution, (ii) the value of every contribution, (iii) whether a contribution is in the form of money, goods or services, and (iv) the contributor's name and address; (h) records are kept of every expense including the receipts obtained for each expense; (i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay; (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less; (k) records are kept of any loan and its terms under section 88.17; (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized; (m) financial filings are made in accordance with sections 88.29 and 88.32; (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party; (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention; (p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered; (q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and (r) each contributor is informed that a contributor shall not make contributions exceeding, (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
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					(ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements. 2016, c. 15, s. 61; 2017, c. 10, Sched. 4, s. 8 (16).
g070 Municipal Elections Act, 1996 - ballots 120 days	444	OMUN-Mn.EI96-36 — Clerk — Ballots and Election Documents	Municipal Elections Act, 1996 S.O. 1996, CHAPTER 32 SCHEDULE ss 88. (1) to (3)	Event + 4 months (120 days) (Event = election day, unless court order or recount not disposed of)	88.(1) The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under section 55. (2)When the 120–day period has elapsed, the clerk, (a) shall destroy the ballots, in the presence of two witnesses; and (b) may destroy any other documents and materials related to the election. (3) However, the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of.
g071 Municipal Freedom of Information and Protection of Privacy Act 2 years	220	OMUN-MFIPP-1 —Personal Information Retained by Institutions	General Regulation, under the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, R. 823, s. 5; as am. O. Reg. 124/15, s. 1	Event + 1 year Event = Use or period set out in by-law or resolution made by institution. . .or on consent or: if information credit or debit card payment data)	5. An institution that uses personal information shall retain it for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, except if, (a) the individual to whom the information relates consents to its earlier disposal; or (b) the information is credit or debit card payment data.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	552	OMUN-MFIPP-8 — Access Requests — Format	General Regulation, under the Municipal Freedom of Information and Protection of Privacy Act, R. R. O. 1990, R. 823, s. 11; as am. O. R. 35/11, s. 2; as am. O. R. 47/12	Not specified “shall be in written form”	11. A request for access to a record under Part I of the Act or for access to or correction of personal information under Part II of the Act shall be in a written form that specifies that it is a request made under the Act.
	564	OMUN-MFIPP-58 — Extended Requests — Limitation Period	Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990, c. M. 56, ss. 17.(3) to (5); as en. S. O. 2006, c. 34, Sched. C, s. 14.(2)	2 years	17.(3) The applicant may indicate in the request that it shall, if granted, continue to have effect for a specified period of up to two years. (4) When a request that is to continue to have effect is granted, the institution shall provide the applicant with, (a) a schedule showing dates in the specified period on which the request shall be deemed to have been received again, and explaining why those dates were chosen; and (b) a statement that the applicant may ask the Commissioner to review the schedule. (5) This Act applies as if a new request were being made on each of the dates shown in the schedule.
g072 Oak Ridges Moraine Conservation Act, 2001 2 years	520	OENV-ORMC-1 — Oak Ridges Moraine Conservation Plan Offence Prosecutions — Limitation Period	Oak Ridges Moraine Conservation Act, 2001, S. O. 2001, c. 31, ss.24. (1), (7)	Event + 2 years (Event = Offence alleged committed)	24.(1) Every person who contravenes a prohibition contained in the Oak Ridges Moraine Conservation Plan, fails to comply with a restriction contained in the Plan or fails to comply with an order made under subsection (5) is guilty of an offence. (7) A proceeding under subsection (1) shall not be commenced more than two years after the day on which the offence was alleged to have been committed.
g073 Occupational Health and Safety Act – Construction	306	OCON-OHS-6 — Constructors — Design Drawings / Specifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O.R. 213/91, ss. 19, 236(7).	Event + 1 year (Event = Project finished; and at project while system on project)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 236.(7) The constructor shall keep the design drawings and specifications for a prefabricated, hydraulic or an engineered support system at a project while the system is on the project.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g073 Project completion + 1 year	g074	OCOH-OHS-9 — Owner of Elevating Work Platforms — Inspections / Test / Repair Records and Repair Tags	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 145, 146; as am. O. Reg. 142/17, s. 20	Event + 1 year (Event = Project finished; shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed)	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.</p> <p>....</p> <p>145.(1) The owner of an elevating work platform shall maintain it such that the safety factors of the original design are maintained.</p> <p>(2) The owner of an elevating work platform shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed on it.</p> <p>(3) The permanent record required by subsection (2),</p> <p>(a) shall be kept up-to-date;</p> <p>(b) shall include complete records from the more recent of,</p> <p>(i) the date of purchase, or</p> <p>(ii) May 10, 1991; and</p> <p>(c) shall include the signature and name of the person who performed the inspection, test, repair, modification or maintenance.</p> <p>146. A maintenance and inspection record tag,</p> <p>(a) shall be provided and attached to the elevating work platform near the operator's station; and</p> <p>(b) shall include,</p> <p>(i) the date of the last maintenance and inspection,</p> <p>(ii) the signature and name of the person who performed the maintenance and inspection, and</p> <p>(iii) an indication that the maintenance has been carried out in accordance with the manufacturer's recommendations.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OCON-OHS-11 — Constructors — Engineer's Support Systems Opinions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 234.(1), (2)(h), (3) to (5)	Event + 1 year (Event = Project finished; and shall keep on project)	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.</p> <p>.....</p> <p>234.(1) The walls of an excavation shall be supported by a support system that complies with sections 235, 236, 237, 238, 239 and 241.</p> <p>(2) Subsection (1) does not apply with respect to an excavation, . . .</p> <p>(h) that is not a trench and is not made in Type 4 soil and with respect to which an engineer has given a written opinion that the walls of the excavation are sufficiently stable that no worker will be endangered if no support system is used.</p> <p>.....</p> <p>(3) The opinion in clause (2)(h) shall include details of,</p> <p>(a) the specific project and the location thereon;</p> <p>(b) any specific condition for which the opinion applies; and</p> <p>(c) the frequency of inspections.</p> <p>(4) The constructor shall keep on the project a copy of every opinion given by an engineer for the purpose of clause (2)(h) while the project is in progress.</p> <p>(5) The engineer who gives an opinion described in clause (2) (h), or a competent worker designated by him or her, shall inspect the excavation to which the opinion relates as frequently as the opinion specifies.</p>
		OCON-OHS-12 — Constructor — Formwork/False work Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 89.(5)	Event + 1 year (Event = Project finished; and kept on project while in use)	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.</p> <p>.....</p> <p>89.(5) The constructor shall keep the design drawings and the statements on the project while the formwork or the falsework is in use.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OCON-OHS-14 — Formwork/ Falsework/Re- shoring Tests	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 87.(3)(b), (4)	Event + 1 year (Event = Project finished)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 87.(3) The allowable working load of the formwork, falsework or re-shoring shall be established, ... (b) by testing the principal components to their ultimate strength in a manner that simulates the actual loading conditions to which the formwork, falsework or re-shoring is likely to be subjected and by applying a reduction factor, in accordance with good engineering practice, to the values of ultimate strength. (4) The results of the testing in clause (3)(b) shall be verified and certified by an engineer and made available to an inspector upon request.
		OCON-OHS-15 — Engineer's Scaffold Certifications	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 127	Event + 1 year (Event = Project finished)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 127.(1) The failure load of a scaffold which consists of structural components whose capacity cannot be determined by testing shall be established by testing the components in a manner that simulates the actual loading conditions for which each of the components is fabricated. (2) An engineer shall verify and certify the results of a test and the corresponding rated load of the scaffold. (3) The constructor shall make available to an inspector upon request a copy of the certification by the engineer.
		OCON-OHS-16 — Constructors — Scaffold Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 130(5)	Event + 1 year (Event = Project finished; and at project while erected)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 130.(5) The constructor shall keep at a project the design drawings and the written statement for a scaffold while the scaffold is erected.

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		OCON-OHS-18 — Constructors —Platform Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 137.3(6); as en. O. Reg. 242/16, s. 11	Event + 1 year (Event = Project finished; and while on project. on project)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 137.3(6) While a work platform is in use at a project, the employer shall, (a) make available to an inspector on request, the design drawings for the work platform; and (b) keep at the project and make available to an inspector on request, the report prepared under subsection (2) or (3) and the manufacturer's instructions for assembly of the work platform.
		OCON-OHS-21 — Machines / Equipment / Vehicles /Tool Manuals	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 93.(4); as am. O. Reg. 145/00, s. 25.(2)	Event + 1 year (Event = Project finished; readily available on site)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 93.(4) For vehicles, machines, tools and equipment rated at greater than 10 horsepower, copies of any operating manuals issued by the manufacturers shall be kept readily available at the project.
	368	OCON-OHS-23 — Constructors — Construction Registration Forms	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 5, as am., O. Reg. 145/00, s. 3.	Event = Keep while employer is working there	5.(1) Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. (2) The constructor shall ensure that, (a) each employer at the project provides to the constructor a completed approved registration form; and (b) a copy of the employer's completed form is kept at the project while the employer is working there.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	369	OCON-OHS-24 — Constructors — Posting and Retention of Construction Notification Form	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4 ; as am. O. Reg. 242/16, s. 3; s. 19	Event + 1 year (Event = Project finished; kept at project)	6.(3) The constructor shall complete an approved notification form and file it at the Ministry office located nearest to the project or submit it electronically on a website of the government of Ontario. (6) The constructor shall keep the completed notification form posted in a conspicuous place at the project or available at the project for review by an inspector. 19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.
	370	OCON-OHS-25 — Engineer's Safety Net Inspections/ Tests Documentation	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9	Event + 1 year (Event = Project finished; at project while safety net in service)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 26.8(4) The engineer shall document the inspection and testing safety net. (5) A copy of the document shall be kept at the project while the safety net is in service.
	371	OCON-OHS-26 — Constructors — Lifeline System Designs	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 26.9.(8) pars. 1, 6; as am. O. R. 145/00, s. 14.	Event = Keep design at project while system in use.	26.9(8) The following requirements apply to a horizontal lifeline system: 1. It shall be designed by an engineer in accordance with good engineering practice. 6. The constructor shall keep the design at the project while the system is in use.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	372	OCON-OHS-27 — Constructors — Record of Servicing, Cleaning and Sanitizing of Facilities and Facilities Location Change Documents	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 29.(9),(12); as am. O. R. 145/00, s. 15.	Event = Keep for duration of project	<p>29.(9) If the location of the facilities is varied under subsection (8), the constructor shall document in writing the location and the reasons for the variance, and shall provide the document to,</p> <p>(a) the joint health and safety committee or the health and safety representative, if any, for the workplace; or</p> <p>(b) the workers, if there is no committee or representative for the workers.</p> <p>.....</p> <p>(12) The constructor shall keep at the project for the duration of the project,</p> <p>(a) a record of the servicing, cleaning and sanitizing of the facilities; and</p> <p>(b) a copy of the document required under subsection (9), if any.</p> <p>^ Note: On January 1, 2026, subsection 29 (12) of the Regulation is revoked and the following substituted: (See: O. Reg. 482/24, s. 1)</p> <p>(12) In addition to the requirements of Ontario Regulation 480/24 (Washroom Facilities – Records of Cleaning) made under the Act, the constructor shall keep at the project,</p> <p>(a) a record of the servicing of the facilities, including any associated cleaning and sanitizing, which must include the date of all services for the past six months or the duration of the project, whichever is shorter; and</p> <p>(b) a copy of the document required under subsection (9), if any, which must be kept for the duration of the project. O. Reg. 482/24, s. 1.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	373	OCON-OHS-28 — Employers — Traffic Protection Plan	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21	Event + 1 year (Event = Project finished; at project)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 67.(4) Every employer shall develop in writing and implement a traffic protection plan for the employers' workers at a project if any of them may be exposed to a hazard from vehicular traffic. (5) The traffic protection plan, (a) shall specify the vehicular traffic hazards and the measures described in subsection (2) to be used to protect workers; and (b) shall be kept at the project and made available to an inspector or a worker on request.
	374	OCON-OHS-29 — Traffic Signal Instructions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 69.(4)(d),(5); as am. O. R. 145/00, s. 23.	Event = Shall be kept at project	69.(4) A worker who is required to direct vehicular traffic, . . . (d) shall be given adequate written and oral instructions, in a language that he or she understands, with respect to directing vehicular traffic, and those instructions shall include a description of the signals that are to be used. (5) The written instructions referred to in clause (4)(d) shall be kept at the project.
	375	OCON-OHS-30 — Employers — Signaller Instructions	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 106.(1.5); as am. O. R. 145/00, s. 28.	Event = Keep at project	106(1.5) The employer shall, (a) ensure that the signaller has received adequate oral training in his or her duties and has received adequate oral and written instructions in a language that he or she understands; and (b) keep the written instructions at the project.

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		OCON-OHS-40— Constructors — Overhead Electrical Conductor Minimum Distance Measures and Procedures	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 188(4) to (6); as en. O. Reg. 627/05, s. 7	Event + 1 year (Event = Project finished)	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.</p> <p>.....</p> <p>188.(4) A constructor shall,</p> <p>(a) establish and implement written measures and procedures adequate to ensure that no part of a vehicle or equipment or its load encroaches on the minimum distance permitted by subsection (2); and</p> <p>(b) make a copy of the written measures and procedures available to every employer on the project.</p> <p>(5) The written measures and procedures shall include taking the following precautions to protect workers:</p> <ol style="list-style-type: none"> 1. Adequate warning devices, visible to the operator and warning of the electrical hazard, shall be positioned in the vicinity of the hazard. 2. The operator shall be provided with written notification of the electrical hazard before beginning the work. 3. A legible sign, visible to the operator and warning of the potential electrical hazard, shall be posted at the operator's station. <p>(6) Before a worker begins work that includes an activity described in subsection (3), the employer shall provide a copy of the written measures and procedures to the worker and explain them to him or her.</p>

		<p>OCON-OHS-43 — Constructors — Multi-Point Suspended Scaffold Design Drawings / Deviations and Design Load Reports</p>	<p>Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 142.4, 142.2(14), (15), (17), 142.5(2) to (4); as am. O. Reg. 85/04, s. 15; s. 19; as am. O. Reg. 242/16, ss. 12(5), 13</p>	<p>Event + 1 year (Event = Project finished; and shall keep specified reports, drawings and approvals on site at project)</p>	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 142.4 The constructor shall keep at the project a copy of, (a) the written report under subsection 142.2(14); (b) the design drawings under subsection 142.2(15); (c) any written approvals under subsection 142.2(17); and (d) the written reports under subsection 142.3(4). 142.2(14) Before a multi-point suspended work platform is erected, the constructor shall ensure that the engineer responsible for the structural integrity of the permanent building or structure from which the multi-point suspended work platform is suspended provides a written report approving the design loads imposed on the building or structure by the multi-point suspended work platform. (15) Design drawings for a multi-point suspended work platform shall include, (a) a statement by the engineer that the design meets the requirements of this Regulation; (b) the size and specifications of all components, including the type and grade of all materials to be used; (c) the load factors and safety factors for the multi-point suspended work platform and all its components; (d) all the specified loads, including the loads during erection, dismantling, traversing and otherwise moving; and (e) the procedures for erection, dismantling, traversing and otherwise moving. (17) A deviation from the design drawings is permitted if the deviation, (a) is approved, in advance and in writing, by an engineer; and (b) complies with this Regulation. 142.5(2) Before a worker is on a multi-point suspended work platform for the first time, the employer shall provide the worker with adequate oral and written instructions for using the multi-point suspended work platform, including,</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(a) the manufacturer's instructions or an engineer's instructions;</p> <p>(b) instructions on the load limitations;</p> <p>(c) instructions in, and a hands-on demonstration of, the proper operation of the multi-point suspended work platform.</p> <p>(3) A worker who is to erect, dismantle, traverse or otherwise move a multi-point suspended work platform shall, in addition to the instructions set out in subsection (2), be given instructions in the procedures described in clause 142.2(15)(e).</p> <p>(4) No person shall use a multi-point suspended work platform until the design drawings described in subsection 142.2(15) have been given to the constructor and the following documents have been prepared and given to the constructor:</p> <ol style="list-style-type: none"> 1. The report described in subsection 142.2(14). 2. A positive report described in subsections 142.3(4) and (5), if applicable. 3. Any approval described in subsection 142.2(17), if applicable.
		OCON-OHS-44—Constructors — Multi-Point Suspended Scaffold Inspection, Test, Repair, Modification, Maintenance Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 142.8(1), (2); as am. O. Reg. 85/04, s. 15; as am. O. Reg. 242/16, s. 13	Event + 1 year (Event = Project finished; and at project while scaffold there)	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.</p> <p>.....</p> <p>142.8(1) The constructor of a project where a multi-point suspended work platform is used shall keep a written record of all inspections, tests, repairs, modifications and maintenance performed on the multi-point suspended work platform and make copies of the record available to an inspector upon request.</p> <p>(2) The record referred to in subsection (1) shall,</p> <ol style="list-style-type: none"> (a) be kept up to date; (b) include the signature, name and business address of each person who performs an inspection, test, repair, modification or maintenance; and (c) be kept at the project while the multi-point suspended work platform is there.

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		OCON-OHS-48— Constructors — Hoist Platform Design Drawings	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; ss. 153(14), (15); as am. O. Reg. 631/94, s. 4; as am. O. Reg. 527/00, s. 5	Event + 1 year (Event = Project finished; with crane at all times during hoisting operations)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 153.(14) The constructor shall keep all design drawings, test reports, written statements and certification documents required under this section with the crane at all times during the hoisting operation. (15) On request, the constructor shall provide an inspector with copies of any document described in subsection (14).
g074 Occupational Health and Safety Act – Equipment	166	OJPP-OHS-1 — Fire-Fighting Chassis Mounted Aerial Device Service Records	Firefighters Protective Equipment Regulation, under the Occupational Health & Safety Act, O. Reg. 714/94, s. 6 (7)	Event = as long as the device is in service	6.(7) Service records for a chassis mounted aerial device shall be maintained for as long as the device is in service and shall include a record of, (a) visual inspections; (b) non-destructive and other tests; (c) the problems identified; (d) the repairs made; and (e) the name and signature of the competent persons who undertook the activities mentioned in clauses (a) to (d).
g074 Longer of 2 most recent reports or 1 year	244	OHC-OHS-3 — Employers — Autoclave Testing Records	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O.R. 67/93, ss. 4, 60.(1)(e).	1 year; or longer if necessary to ensure 2 most recent reports or records on file	4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file. 60.(1) An autoclave or sterilization machine shall, . . . (e) be tested when first put into service and annually thereafter by a person qualified by training and experience to do so and a record of the test shall be kept;

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	245	OHC-OHS-5 — Lifting Equipment Inspection	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 79(1), (2).	Event + 1 year (Event = As long as equipment remains on premises and for one year after the equipment is removed)	79.(1) Lifting equipment shall be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated , (a) before being used for the first time; and (b) thereafter as often as necessary but not less frequently than recommended by the manufacturer and, in any case, at least once a year. (2) A permanent record shall be kept of each examination conducted under subsection (1) for as long as the equipment remains on the premises and for one year after the equipment is removed and the record shall be signed by the person who conducted it.
		OHC-OHS-10 — Employers — Inspection Report on Lifting or Self– Propelled Mobile Equipment	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 4, 55	1 year; or longer if necessary to ensure 2 most recent reports or records on file ** inspection record shall be kept	4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file. 55. Before lifting or self–propelled mobile equipment is operated after its repair or modification, a person qualified by training and experience to do so shall inspect it to ensure that it is in good condition and a record shall be kept of the inspection.

	377	OS-OHS-87 — Pre-Start Health/Safety Reviews	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss.7.(2), (4), (5), (7), (8); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2; as am. O. R. 420/10, s. 23.	Shall keep readily accessible in the workplace for as long as the apparatus, structure or protective element remains in the workplace or the process is used in the workplace	<p>7.(2) Subject to subsection (3), an owner, lessee or employer shall ensure that a pre-start health and safety review is conducted if, in a factory, an applicable provision applies and a corresponding circumstance described in the Table will exist,</p> <p>(a) because a new apparatus, structure or protective element is to be constructed, added or installed or a new process is to be used; or</p> <p>(b) because an existing apparatus, structure, protective element or process is to be modified and one of the following steps must be taken to obtain compliance with the applicable provision:</p> <p>(i) New or modified engineering controls are used.</p> <p>(ii) Other new or modified measures are used.</p> <p>(iii) A combination of new, existing or modified engineering controls and other new or modified measures is used.</p> <p>.....</p> <p>(4) A pre-start health and safety review shall be conducted by,</p> <p>(a) an engineer for item 1, 2, 3, 4, 5, 6 or 7 of the Table; and</p> <p>(b) an engineer or a person who in the opinion of the owner, lessee or employer possesses special, expert or professional knowledge or qualifications appropriate to assess any potential or actual hazards for item 8 of the Table</p> <p>(5) A report on the pre-start health and safety review shall,</p> <p>(a) be made to the owner, lessee or employer in writing;</p> <p>(b) be signed and dated by the person conducting the review;</p> <p>(c) have a seal affixed to it in accordance with the requirements under the Professional Engineers Act, if the person conducting the review is an engineer; and</p> <p>(d) include the following information:</p> <p>(i) details of the measures to be taken for compliance with the applicable provisions,</p>
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					<p>(ii) if item 3 or 7 of the Table applies, details of the structural adequacy of the apparatus or structure,</p> <p>(iii) if any testing is to be performed before the apparatus, structure, protective element or process can be operated or used, as the case may be, details of the measures to be taken to protect the health and safety of workers while the testing is carried out, and</p> <p>(iv) if the person conducting the review is not an engineer, the person's special, expert or professional knowledge or qualifications.</p> <p>(7) If a pre-start health and safety review is required, the owner, lessee or employer shall provide a copy of the written report made under subsection (5) to the joint health and safety committee or the health and safety representative, if any, before the apparatus, structure, protective element or process is operated or used, as the case may be.</p> <p>(8) The owner, lessee or employer shall keep the following documents readily accessible in the workplace for as long as the apparatus, structure or protective element remains in the workplace or the process is used in the workplace, as the case may be:</p> <ol style="list-style-type: none">1. A copy of a written report made under subsection (5), together with supporting documentation, if any.2. A copy of the documentation that establishes an exemption set out in the Table.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OCON-OHS-9 — Owner of Elevating Work Platforms — Inspections / Test / Repair Records and Repair Tags	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19, 145, 146; as am. O. Reg. 142/17, s. 20	Event + 1 year (Event = Project finished; and shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed on it.)	<p>19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.</p> <p>.....</p> <p>145.(1) The owner of an elevating work platform shall maintain it such that the safety factors of the original design are maintained.</p> <p>(2) The owner of an elevating work platform shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed on it.</p> <p>(3) The permanent record required by subsection (2),</p> <p>(a) shall be kept up-to-date;</p> <p>(b) shall include complete records from the more recent of,</p> <p>(i) the date of purchase, or</p> <p>(ii) the date this Regulation is filed; and</p> <p>(c) shall include the signature and name of the person who performed the inspection, test, repair, modification or maintenance.</p> <p>146. A maintenance and inspection record tag,</p> <p>(a) shall be provided and attached to the elevating work platform near the operator's station; and</p> <p>(b) shall include,</p> <p>(i) the date of the last maintenance and inspection,</p> <p>(ii) the signature and name of the person who performed the maintenance and inspection, and</p> <p>(iii) an indication that the maintenance has been carried out in accordance with the manufacturer's recommendations.</p>

<p>g075</p> <p>Occupational Health and Safety Act – Confined Space</p> <p>Longer of 2 most recent reports or 1 year</p>	<p>545</p>	<p>OS-OHS-187 — Lead Employers / Contractors — Confined Space Co-ordination Documents</p>	<p>Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 4.(2),(4), 21; as am. O. R. 95/11, ss. 3.(1),(3), 10</p>	<p>Longer of: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records retained</p>	<p>4.(2) Before any worker enters the confined space or begins related work with respect to the confined space, the lead employer or, in the case of a project, the constructor, shall prepare a co-ordination document to ensure that the duties imposed on employers by sections 5 to 7, 9 to 12 and 14 to 20 are performed in a way that protects the health and safety of all workers who perform work in the confined space or related work with respect to the confined space.</p> <p>.....</p> <p>(4) A copy of the co-ordination document shall be provided to,</p> <p>(a) each employer of workers who perform work in the same confined space or related work with respect to the same confined space;</p> <p>(b) in the case of a workplace that is not a project, the joint health and safety committee or health and safety representative, if any, for each employer of workers who perform work in the same confined space or related work with respect to the same confined space; and</p> <p>(c) in the case of a workplace that is a project, the joint health and safety committee or health and safety representative, if any, for the project.</p> <p>.....</p> <p>21.(1) In the case of a workplace that is not a project, the employer shall retain every assessment, plan, co-ordination document under section 4, record of training under subsection 8.(5) or 9.(2), entry permit under section 10, record of an inspection under subsection 12.(2) and record of a test under section 18, including records of each sample, for the longer of the following periods:</p> <p>1. One year after the document is created.</p> <p>2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained.</p> <p>(2) In the case of a workplace that is a project, the constructor or employer, as the case may be,</p> <p>(a) shall keep available for inspection at the project every assessment, plan, co-ordination document under section 4, record of training under subsection 9.1.(4), entry permit under section 10, record of an inspection under</p>
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					<p>subsection 12.(2) and record of a test under section 18, including records of each sample; and</p> <p>(b) shall retain the documents described in clause (a) for one year after the project is finished.</p> <p>(3) If section 4 applies,</p> <p>(a) the documents described in subsection (1) shall be retained by the employer responsible for creating them; and</p> <p>(b) the documents described in clause (2)(a) shall be retained by the constructor or employer, as the case may be, responsible for creating them.</p> <p><u>(2) If section 4 applies, the documents described in subsection (1) shall be retained by the employer responsible for creating them.</u></p>
	546	OS-OHS-189 — Employers — Confined Space Assessments	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 6.(1) to (4)	Not specified “shall be recorded in writing”	<p>6.(1) Before any worker enters a confined space, the employer shall ensure that an adequate assessment of the hazards related to the confined space has been carried out.</p> <p>(2) The assessment shall be recorded in writing and shall consider, with respect to each confined space,</p> <p>(a) the hazards that may exist due to the design, construction, location, use or contents of the confined space; and</p> <p>(b) the hazards that may develop while work is done inside the confined space.</p> <p>(3) The record of the assessment may be incorporated into an entry permit under section 10.</p> <p>(4) If two or more confined spaces are of similar construction and present the same hazards, their assessments may be recorded in a single document, but each confined space shall be clearly identified in the assessment.</p>

	547	OS-OHS-191 — Employers — Confined Space Atmospheric Test Records	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 18.(1) to (6); s. 21.(1); as am. O. R. 95/11, s. 10.	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained	<p>18.(1) The employer shall appoint a person with adequate knowledge, training and experience to perform adequate tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan.</p> <p>(2) If the confined space has been both unoccupied and unattended, tests shall be performed before a worker enters or re-enters.</p> <p>(3) The person performing the tests shall use calibrated instruments that are in good working order and are appropriate for the hazards identified in the relevant assessment.</p> <p>(4) The employer shall ensure that the results of every sample of a test are recorded, subject to subsection (5).</p> <p>(5) If the tests are performed using continuous monitoring, the employer shall ensure that test results are recorded at adequate intervals.</p> <p>(6) The tests shall be performed in a manner that does not endanger the health or safety of the person performing them.</p> <p>.....</p> <p>21.(1) In the case of a workplace that is not a project, the employer shall retain every assessment, plan, co-ordination document under section 4, record of training under subsection 8.(5) or 9.(2), entry permit under section 10, record of an inspection under subsection 12.(2) and record of a test under section 18, including records of each sample, for the longer of the following periods:</p> <ol style="list-style-type: none"> 1. One year after the document is created. 2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. <p>(2) In the case of a workplace that is a project, the constructor or employer, as the case may be,</p> <p>(a) shall keep available for inspection at the project every assessment, plan, co-ordination document under section 4, record of training under subsection 9.1.(4), entry permit under section 10, record of an inspection under subsection 12.(2) and record of a test under section 18, including records of each sample; and</p>
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					(b) shall retain the documents described in clause (a) for one year after the project is finished. (3) If section 4 applies, (a) the documents described in subsection (1) shall be retained by the employer responsible for creating them; and (b) the documents described in clause (2)(a) shall be retained by the constructor or employer, as the case may be, responsible for creating them. <u>(2) If section 4 applies, the documents described in subsection (1) shall be retained by the employer responsible for creating them.</u>
	548	OS-OHS-206 — Employers — Confined Space Programs	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 5.(1); as am. O. R. 95/11, s. 4.	Not specified “shall ensure maintained”	5.(1) If a workplace includes a confined space that workers may enter to perform work, the employer shall ensure that a written program for the confined space is developed and maintained in accordance with this Regulation before a worker enters the confined space.
	549	OS-OHS-207 — Employers — Confined Space Plans	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 7.(1)	Not specified “shall ensure developed”	7.(1) Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space.
g076 Occupational Health and Safety Act – General	553	OCON-OHS-85 — Building Owners / Employers — Posting of Clearance Air Testing Results	Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations Regulation, under the Occupational Health and Safety Act, O. R. 278/05, ss. 10. (5); s. 18. (8)	Not specified “shall give”	10.(5) An owner shall give any prospective constructor a copy of the complete report prepared under subsection (4) 18.(8) Within 24 hours after the clearance air testing results are received, (a) the owner and the employer shall post a copy of the results in a conspicuous place or places, (i) at the workplace, and (ii) if the building contains other workplaces, in a common area of the building; and (b) a copy shall be provided to the joint health and safety committee or the health and safety representative, if any, for the workplace and for the building.

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g076 3 years	304	OS-OHS-48 — Health and Occupational Safety Offence Prosecutions — Limitation Period	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69; as am. S.O. 2017, c. 34, Sched. 30, s. 5	Event + 2 years (Event = Later of: Occurrence of last act default based on; Or: Day inspector becomes aware of offence)	69. No prosecution under this Act or the regulations shall be instituted more than two years after the later of, (a) the occurrence of the last act or default upon which the prosecution is based; or (b) the day upon which an inspector becomes aware of the alleged offence.
	303	OS-OHS-49 — Constructors or Employers — Posting of Health/Safety Committee Information	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32).	Not specified	9.(32) A constructor or an employer required to establish a committee under this section shall post and keep posted the names and work locations of the committee members, (a) in a conspicuous place or places at the workplace where they are most likely to come to the attention of the workers; or (b) in a readily accessible electronic format.
	635	OHC-OHS-13 — Employers — Indoor Ventilation Inspection Reports	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, ss. 4, 19.(4)	1 year; or longer if necessary to ensure 2 most recent reports or records on file	4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file. ... 19.(4) The person carrying out the inspection shall file a report on the inspection with the employer and with the joint health and safety committee or health and safety representative, if any.

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	555	OS-OHS-182 — WHMIS Supplier and Employer Material Safety Data Sheets — Limitation (Expiry) Period	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 17, 18; as am. O. Reg. 168/16, s. 11; as am. O. Reg. 458/18, s. 6	Event = Superseded	<p>17.(1) An employer who receives a hazardous product from a supplier for use, storage or handling at a workplace shall obtain a supplier safety data sheet for the hazardous product from the supplier unless the supplier is exempted under the Hazardous Products Regulations (Canada) from providing a safety data sheet for the hazardous product.</p> <p>(2) An employer shall update a supplier safety data sheet obtained under subsection (1) as soon as practicable after significant new data about the product is provided by the supplier or otherwise becomes available to the employer.</p> <p>(3) An employer may provide a safety data sheet in a different format from that of the supplier safety data sheet for the hazardous product or containing additional hazard information if,</p> <p>(a) the safety data sheet provided by the employer, subject to subsection 40(6) of the Act, contains no less content than the supplier safety data sheet; and</p> <p>(b) the supplier safety data sheet is available at the workplace and the employer-provided safety data sheet indicates that fact.</p> <p>18.(1) An employer who produces a hazardous product at a workplace shall prepare a safety data sheet for the product that complies with the requirements of the Hazardous Products Regulations (Canada) for a safety data sheet.</p> <p>(1.1) An employer who affixes a label under subsection 8 (8) or (9) or section 13, and who is unable to obtain a supplier safety data sheet for the hazardous product, shall prepare a safety data sheet for the product that complies with the requirements of the Hazardous Products Regulations (Canada) for a safety data sheet.</p> <p>(2) No safety data sheet is required for a hazardous product that is a laboratory sample produced by the employer at the workplace</p> <p>(3) An employer shall update a safety data sheet referred to in subsection (1) as soon as practicable but not later than 90 days after significant new data about the hazardous product becomes available to the employer.</p>

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	556	OS-OHS-185 — WHMIS — Toxicological Data for Material Safety Sheets	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 860, s. 25; as am. O. Reg. 168/16, ss. 2(1), (3), 14	Keep to provide on request	25. Subject to subsection 40.(6) of the Act, an employer who produces a hazardous product in a workplace shall disclose as quickly as possible under the circumstances the source of any toxicological data used by the employer to prepare a safety data sheet when the employer is requested to do so by, <ul style="list-style-type: none"> (a) an inspector; (b) a worker at the workplace; (c) a member of the committee , if any; (d) the health and safety representative, if any; or (e) in the absence of a committee or health and safety representative, a representative of the workers at the workplace.

	499	OS-OHS-212 — Employers — Workplace Violence / Harassment Policies and Information	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 32.0.1.(1),(2), 32.0.5.(2) to (4), 32.0.7; as en. S. O. 2009, c. 23, s. 3; s. 55.1; as am. S. O. 2011, c. 1, Schedule 7, s. 2.(9)	Not specified “shall provide”	<p>32.0.1(1) An employer shall,</p> <ul style="list-style-type: none"> (a) prepare a policy with respect to workplace violence; (b) prepare a policy with respect to workplace harassment; and (c) review the policies as often as is necessary, but at least annually. <p>(2) The policies shall be in written form and shall be posted at a conspicuous place in the workplace or in a readily accessible electronic format.</p> <p>.....</p> <p>32.0.5(2) An employer shall provide a worker with,</p> <ul style="list-style-type: none"> (a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence; and (b) any other prescribed information or instruction. <p>(3) An employer’s duty to provide information to a worker under clause 25(2)(a) and a supervisor’s duty to advise a worker under clause 27(2)(a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,</p> <ul style="list-style-type: none"> (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury. <p>(4) No employer or supervisor shall disclose more personal information in the circumstances described in subsection (3) than is reasonably necessary to protect the worker from physical injury.</p> <p>.....</p> <p>32.0.8 An employer shall provide a worker with,</p> <ul style="list-style-type: none"> (a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace harassment; and (b) any other prescribed information. <p>.....</p> <p>55.1 In the case of a workplace at which the number of workers regularly employed is five or fewer, an inspector may in writing order that the policies with respect to workplace violence and workplace harassment required under section</p>
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					32.0.1 be in written form and posted at a conspicuous place in the workplace ^ or in a readily accessible electronic format.
	557	OS-OHS-46 — Posting of Warning of Hazardous Physical Agents	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 41.(1),(2)	Not specified	41.(1) A person who distributes or supplies, directly or indirectly, or manufactures, produces or designs a thing for use in a workplace that causes, emits or produces a hazardous physical agent when the thing is in use or operation shall ensure that such information as may be prescribed is readily available respecting the hazardous physical agent and the proper use or operation of the thing. (2) Where an employer has a thing described in subsection (1) in the workplace, the employer shall ensure that the information referred to in that subsection has been obtained and is, (a) made available in the workplace for workers who use or operate the thing or who are likely to be exposed to the hazardous physical agent; and (b) furnished by the employer to the committee or health and safety representative, if any, for the workplace or a worker selected by the workers to represent them, if there is no committee or health and safety representative.
	558	OS-OHS-47 — Posting of Hazardous Physical Agents Notices	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 41.(3),(4)	Not specified	41.(3) An employer to whom subsection (2) applies shall post prominent notices identifying and warning of the hazardous physical agent in the part of the workplace in which the thing is used or operated or is to be used or operated. (4) Notices required by subsection (3) shall contain such information as may be prescribed and shall be in English and such other language or languages as may be prescribed.
	305	OS-OHS-53 — Joint Health & Safety Committee — Minutes of Proceedings	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22).	Not specified “shall maintain and keep”	9.(22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.

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		OS-OHS-91 — Safety Data Sheets — Limitations	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37. (1); s. 38; as am. S.O. 2015, c. 27, Sched. 4, s. 2(1), (2), (4) s. 38; as am. S.O. 2001, c. 9, Sched. I, s. 3(8); as am. S.O. 2015, c. 27, Sched. 4, s. 3(1) to (6)	Event + 2 years Event = after the later of, (a) the occurrence of the last act or default upon which the prosecution is based; or (b) the day upon which an inspector becomes aware of the alleged offence.	37.(1) An employer, (a) shall ensure that all hazardous materials present in the workplace are identified in the prescribed manner; (b) shall obtain or prepare, as may be prescribed, a current safety data sheet for all hazardous materials present in the workplace; and (c) shall ensure that the identification required by clause (a) and safety data sheets required by clause (b) are available in English and such other languages as may be prescribed. 38.(1) A copy of every current safety data sheet required by this Part in respect of hazardous materials in a workplace shall be, (a) made available by the employer in the workplace in such a manner as to allow examination by the workers; (b) furnished by the employer to the committee or health and safety representative, if any, for the workplace or to a worker selected by the workers to represent them, if there is no committee or health and safety representative; (c) furnished by the employer on request or if so prescribed to the medical officer of health of the health unit in which the workplace is located; (d) furnished by the employer on request or if so prescribed to the fire department which serves the location in which the workplace is located; and (e) filed by the employer with a Director on request or if so prescribed. 69 No prosecution under this Act or the regulations shall be instituted more than two years after the later of, (a) the occurrence of the last act or default upon which the prosecution is based; or (b) the day upon which an inspector becomes aware of the alleged offence. 2017, c. 34, Sched. 30, s. 5; 2022, c. 7, Sched. 4, s. 4.

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	559	OS-OHS-92 — Employers — Assessment for Hazardous Materials	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, s. 39	Keep to make available on request	39.(1) Where so prescribed, an employer shall assess all biological and chemical agents produced in the workplace for use therein to determine if they are hazardous materials. (2) The assessment required by subsection (1) shall be in writing and a copy of it shall be, (a) made available by the employer in the workplace in such a manner as to allow examination by the workers; (b) furnished by the employer to the committee or health and safety representative, if any, for the workplace or to a worker selected by the workers to represent them, if there is no committee or health and safety representative.
g077 Occupational Health and Safety Act – Working at Heights training records 3 years		OS-OHS-230 — Employers — Working at Heights Training Records	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 10; as en. O. Reg. 253/14, s. 1	Not specified “shall maintain”	10.(1) An employer shall maintain a record of the training that is required by section 7 7. O. Reg. 253/14, s. 1; O. Reg. 751/20, s. 3 (1). (2) The training record for working at heights training described in clause 7(1)(a) shall include the following information: 1. The name of the worker. 2. The name of the approved training provider. 3. The date on which the approved training was successfully completed. 4. The name of the approved training program that was successfully completed. (3) A copy of a worker’s proof of successful completion of a working at heights training program described in clause 7(1)(a) , issued by the Chief Prevention Officer, is a training record for the purposes of subsection (1). (3.1) A copy of a worker’s proof of successful completion of a training program on fall protection described in clause 7 (1) (b) that is issued by the Workplace Health, Safety and Compensation Commission under the <i>Occupational Health and Safety Regulations, 2012</i> made under the <i>Occupational Health and Safety Act</i> (Newfoundland and Labrador) is a training record for the purposes of subsection (1). (4) The employer shall make a training record available to an inspector on request.

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		OS-OHS-231 — Working at Heights Training — Limitation (Expiry) Period	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 8; as en. O. Reg. 253/14, s. 1; s. 11; as en. O. Reg. 84/17, s. 1; as am. O. Reg. 96/20, s. 1	Event + 3 years (Event = Date of successful completion of training program)	<p>8. (1) The working at heights training described in clause 7 (1) (a) is valid for three years from the date of successful completion of the training program. O. Reg. 751/20, s. 1.</p> <p>(2) Despite subsection (1), any working at heights training described in clause 7 (1) (a) that was successfully completed between February 28, 2017 and August 31, 2017 is valid for four years from the date of successful completion of the training program. O. Reg. 751/20, s. 1.</p> <p>(3) The training program on fall protection described in clause 7 (1) (b) is valid until the date indicated on the proof of successful completion issued to the worker by the Workplace Health, Safety and Compensation Commission under the <i>Occupational Health and Safety Regulations, 2012</i> made under the <i>Occupational Health and Safety Act</i> (Newfoundland and Labrador). O. Reg. 751/20, s. 1.</p>

g078	243	OHC-OHS-1 — Employers — Accident Records	Health Care and Residential Facilities Regulations, under the Occupational Health and Safety Act, O. R. 67/93, s. 4; s. 5; as am. O.R. 25/09, s. 2 5.	1 year; or longer to ensure 2 most recent reports or records on file	<p>4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file.</p> <p>5.(1) The written notice required under subsection 52.(2) of the Act if an employer is advised that a worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board shall include,</p> <p>(a) the name and address of the employer;</p> <p>(b) the nature and circumstances of the occurrence and of the bodily injury sustained;</p> <p>(c) a description of the machinery or thing involved, if any;</p> <p>(d) the time and place of the occurrence;</p> <p>(e) the name and address of the person who was critically injured or killed;</p> <p>(f) the names and addresses of all witnesses to the occurrence;</p> <p>(g) the name and address of the physician or surgeon, if any, who is attending to or attended to the injured or deceased person; and</p> <p>(h) the steps taken to prevent a recurrence.</p> <p>(2) If an accident, explosion or fire causes injury to a worker at a facility that disables the worker from performing his or her usual work, the written notice required by subsection 52.(1) of the Act shall include,</p> <p>(a) the name and address of the employer;</p> <p>(b) the nature and circumstances of the occurrence and of the bodily injury sustained by the worker;</p> <p>(c) a description of the machinery or thing involved, if any;</p> <p>(d) the time and place of the occurrence;</p> <p>(e) the name and address of the worker who was injured;</p> <p>(f) the names and addresses of all witnesses to the occurrence;</p> <p>(g) the name and address of the physician or surgeon, if any, who is attending to or attended to the worker for the injury; and</p> <p>(h) the steps taken to prevent a recurrence.</p> <p>(3) If an accident, explosion or fire at a facility causes injury requiring medical</p>
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					<p>attention but does not disable a worker from performing his or her usual work, the employer shall keep a record of that occurrence and the record shall include;</p> <p>(a) the nature and circumstances of the occurrence and of the injury sustained;</p> <p>(b) the time and place of the occurrence;</p> <p>(c) the name and address of the injured worker; and</p> <p>(d) the steps taken to prevent a recurrence.</p> <p>(4) The record kept by the employer under subsection (3) for inspection by an inspector shall be notice to a Director.</p> <p>(5) The written notice required under subsection 52.(2) of the Act if an employer is advised that a worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workers' Compensation Board shall include;</p> <p>(a) the name and address of the employer;</p> <p>(b) the nature of the occupational illness and the circumstances which gave rise to such illness;</p> <p>(c) a description of the cause or the suspected cause of the occupational illness;</p> <p>(d) the period when the worker was affected;</p> <p>(e) the name and address of the worker who is suffering from the occupational illness;</p> <p>(f) the name and address of the physician, if any, who is attending to or attended to the worker for the illness; and</p> <p>(g) the steps taken to prevent further illness.</p>
		OCON-OHS-1 — Employers — Accident Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 19; as am. O. Reg. 142/17, s. 4; s. 19	Event + 1 year (Event = Project finished)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished.

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		OS OHS 51 — Industrial Establishments — Accident Records	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 851, ss. 5(3), (4); as am. O. Reg. 420/10, s. 2(4); s. 6	1 — year; or longer — if necessary — to ensure 2 most recent reports/ records kept	5.(3) A record of an accident, explosion or fire causing injury requiring medical attention but not disabling a worker from performing his or her usual work shall be kept in the permanent records of the employer and include particulars of, (a) the nature and circumstances of the occurrence and of the injury sustained (b) the time and place of the occurrence; and (c) the name and address of the injured person. (4) A record kept as prescribed by subsection (3) for the inspection of an inspector shall be notice to the Director. 6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for, (a) a period of at least one year; or (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.
g079 Occupational Health and Safety Act – Designated Substances Exposure	560	OS-OHS-210 — Employers — Hazardous Biological or Chemical Agent Exposure Records	Control of Exposure to Biological or Chemical Agents Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 833, s. 8.(4)	Keep to make available to physician on request	8.(4) The employer shall provide the physician who examines the worker or under whose supervision clinical tests are performed with a copy of the records, if any, of the exposure of the worker to the hazardous biological or chemical agent.

Commented [WS7]: 5.-6. Revoked: O. Reg. 421/21, s. 1.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g079 40 years	536	OS-OHS-217 — Employers — Worker Exposure to Airborne Concentrations of Designated Substances Results	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 25.(c)	5 years	25. Whenever results become available under a control program that relate to the monitoring of airborne concentrations of a designated substance and worker exposure to airborne concentrations of a designated substance, the employer shall, . . . (c) keep the results for no less than five years.
	537	OS-OHS-218 — Employers — Worker Personal Exposure Records	Designated Substances Regulation, under the Occupational Health and Safety Act, O. Reg. 490/09, s. 27; as am. O. Reg. 189/19, s. 10	Not specified “shall provide”	27.(1) The employer shall provide a copy of a worker’s personal exposure record to a physician who examines the worker or supervises clinical tests on a worker, (a) in accordance with a control program to which subsection 20.(4) applies respecting a designated substance to which the worker may be or has been exposed; or (b) under section 28, where the worker has been exposed to acrylonitrile, arsenic, ethylene oxide or vinyl chloride. (2) If subsection (1) requires an employer to provide a physician with a copy of a worker’s personal exposure record, the worker may request the physician to provide the worker or the worker’s physician with a copy of, (a) the worker’s personal exposure record; (b) the results of the examination or clinical test. (3) In the case of a deceased worker, subsection (2) applies, with necessary modifications, to the next of kin or personal representative of the worker. (4) A physician who receives a request under subsection (2) or (3) shall comply with the request.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	538	OS-OHS-219 — Physicians — Worker Personal Exposure Records	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 30; as am. O. R. 148/12, s. 1	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record) And If not able to keep shall forward to Provincial Physician or employer who shall keep until later of the dates specified above	30.(1) A physician who is provided with a copy of a worker's personal exposure record under clause 27.(1)(a) shall keep the copy in a secure place until the later of the following dates: 1. The 40th anniversary of the date the first record was created in the personal exposure record. 2. The 20th anniversary of the date the last record was added to the personal exposure record. (2) If the physician is no longer able to keep the copy of the personal exposure record, he or she shall forward it to the Provincial Physician or to a physician designated by the Provincial Physician, who shall keep the copy until the later of the dates specified in subsection (1). (3) If a physician is not required by subsection (1) to keep a copy of a worker's personal exposure record, the employer shall keep the record in a secure place until the later of the dates specified in subsection (1). (4) If the employer is unable to keep the personal exposure record, the employer shall forward it to the Provincial Physician, who shall keep it until the later of the dates specified in subsection (1).

g080 Ontario Heritage Act - Register	307	OMUN-Heri.-1 — Municipal Clerk — Heritage Properties Register	Ontario Heritage Act, R.S.O. 1990, c. O.18, s.27 (1) to (4); as am. S.O. 2002, c. 18, Sched. F, s. 2(6); as am. S.O. 2005, c. 6, s. 15; as am. S.O. 2006, c. 11, Sched. B, s. 11(2)	Not specified “shall keep”	<p>27.(1) The clerk of a municipality shall keep a register of property situated in the municipality that is of cultural heritage value or interest.</p> <p>(1.1) The clerk of the municipality shall ensure that the information included in the register is accessible to the public on the municipality’s website</p> <p>(2) The register kept by the clerk shall list all property situated in the municipality that has been designated by the municipality or by the Minister under this Part and shall contain, with respect to each property,</p> <ul style="list-style-type: none"> (a) a legal description of the property; (b) the name and address of the owner; and (c) a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property. <p>(3) Subject to subsection (18), in addition to the property listed in the register under subsection (2), the register may include property that has not been designated under this Part if,</p> <ul style="list-style-type: none"> (a) the council of the municipality believes the property to be of cultural heritage value or interest; and (b) where criteria for determining whether property is of cultural heritage value or interest have been prescribed for the purposes of this subsection, the property meets the prescribed criteria <p>(3.1) If property is included in the register under subsection (3), the register shall contain, with respect to such property, a description of the property that is sufficient to readily ascertain the property.</p> <p>(4) If the council of a municipality has appointed a municipal heritage committee, the council shall, before including a property that has not been designated under this Part in the register under subsection (3) or removing the reference to such a property from the register, consult with its municipal heritage committee. 2019, c. 9, Sched. 11, s. 6.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g080 Shall keep	521	OMUN-Heri.-3 — Municipal Clerk — Register of Heritage Conservation Districts	Ontario Heritage Act, R. S. O. 1990, c. O. 18, s. 39.2	Not specified “shall keep”	39.2(1) The clerk of a municipality shall keep a register of all heritage conservation districts designated under this Part that are situate in the municipality and shall ensure that the register contains a map or description of the area of each such heritage conservation district. (2) The clerk of a municipality shall issue extracts from the register referred to in subsection (1) to any person on payment of the fee set by the municipality by by-law.
g081 Ontario Heritage Act - Plan	522	OMUN-Heri.-4 — Heritage Conservation Study Area Designations — Limitation Period	Ontario Heritage Act, R. S. O. 1990, c. O.18, ss. 40.1.(1),(6); as am. S. O. 2005, c. 6, s. 29	Event + 3 years (Event = end of designated year)	40.1 (1) If the council of a municipality undertakes a study under section 40, the council may by by-law designate the area specified in the by-law as a heritage conservation study area for a period of up to one year. (6) Where the designation of a study area in a municipality ceases to be in effect, the council of the municipality shall not, during the following three years, pass a by-law designating another study area that includes an area that was part of the previously designated study area.
g081 End of plan year + 3 years	523	OMUN-Heri.-7 — Heritage Conservation District Plans	Ontario Heritage Act, R. S. O. 1990, c. O.18, s. 41.1.(12); as am. S. O. 2005, c. 6, s. 31	Keep to provide on request	41.1(12) The council shall provide copies of a proposed heritage conservation district plan to any person upon request.
g082 Ontario Water Resources Act 5 years	309	OENV-Wt.Rs.-1 — Ontario Water Resources Act Offence Proceedings/Prosecutions — Limitation Period	Ontario Water Resources Act, R. S. O. 1990, c. O. 40, s. 94; as am. S. O. 2001, c. 9, Sched. G, s. 6.(38).	Event + 2 years (Event = later of: date offence committed and date: offence first came to attention of designated person)	94.(1) Proceedings for an offence under this Act or the regulations shall not be commenced later than two years after the later of, (a) the day on which the offence was committed; and (b) the day on which evidence of the offence first came to the attention of a person appointed under section 5. (2) Clause (1)(b) does not apply in respect of offences committed more than two years before the 28th day of June, 1990.

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		OENV-Wt.Rs.-30 — Records of Site Conditions — Orders Against Municipalities — Limitation Period	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 89.7(3), (4); as am. S.O. 2006, c. 19, Sched. K, s. 3(3)	Event + 5 years (Event = Earlier of: Day municipality became owner of property or: day ceases to be owner)	89.7(3) Subsection (1) only applies to the municipality or municipal representative in respect of the period that begins on the day the municipality became the owner of the property by virtue of the registration of the notice of vesting and ends on the earlier of the following days: 1. The fifth anniversary of the day the municipality became the owner of the property by virtue of the registration of the notice of vesting. 2. The day the municipality ceases to be the owner of the property. (4) The Director may extend the period referred to in subsection (3), before or after it expires, on such terms and conditions as he or she considers appropriate, but the period may not be extended beyond the day the municipality ceases to be the owner of the property.
		OENV-Wt.Rs.-32 — Records of Site Conditions — Orders against Secured Creditors — Limitation Period	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 89.10(3), (4); as am. S.O. 2006, c. 19, Sched. K, s. 3(4)	Event + 5 years (Event = Earlier of: Day secured creditor became owner of property or: day ceases to be owner)	89.10(3) Subsection (1) only applies to the secured creditor or secured creditor representative in respect of the period that begins on the day the secured creditor became the owner of the property by virtue of a foreclosure and ends on the earlier of the following days: 1. The fifth anniversary of the day the secured creditor became the owner of the property by virtue of a foreclosure. 2. The day the secured creditor ceases to be the owner of the property. (4) The Director may extend the period referred to in subsection (3), before or after it expires, on such terms and conditions as he or she considers appropriate, but the period may not be extended beyond the day the secured creditor ceases to be the owner of the property.
	467	OENV-Wt.Rs.-34 — Facility Owners — Posting of Certificate of Classification of Facility	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 4.(5)	Not specified	4.(5) The owner shall ensure that the certificate of classification of the facility is conspicuously displayed at the facility or at premises from which the operations of the facility are managed.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	468	OENV-Wt.Rs.-35 — Facility Owner — Posting of Licensed Operator Licences	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 13.	Not specified	13. The owner of a facility shall ensure that a copy of the licence of every licensed operator who is employed in the facility is conspicuously displayed at the operator's workplace or at premises from which the operations of the facility are managed.
	459	OENV-Wt.Rs.-36 — Facility Owner — Operator-in- charge Records	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 17.(2).	Not specified "shall ensure maintained"	17.(2) The owner or a person authorized by the owner shall ensure that records are maintained of the amount of time each operator works as an operator-in-charge.
	460	OENV-Wt.Rs.-37 — Operator-in- charge — Adjustment and Equipment Operating Status Records	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, ss. 18.(2)(c)(d).	Not specified "shall ensure maintained/pre- pared"	18.(2) An operator-in-charge shall, . . . (c) ensure that records are maintained of all adjustments made to the processes within his or her responsibility; (d) ensure that all equipment used in the processes within his or her responsibility is properly monitored, inspected and evaluated and that records of equipment operating status are prepared and available at the end of every operating shift.

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	461	OENV-Wt.Rs.-38 — Facility Owner — Logs and Record-keeping Mechanisms	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 19	2 years	<p>19.(1) The owner of a facility shall ensure that logs or other record-keeping mechanisms are provided to record information concerning the operation of the facility.</p> <p>(2) Entries in the logs or other record-keeping mechanisms shall be made chronologically.</p> <p>(3) No person shall make an entry in a log or other record-keeping mechanism unless the person is an operator-in-charge or is authorized to make an entry by the owner or an operator-in-charge.</p> <p>(4) A person who makes an entry in a logs or other record-keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry.</p> <p>(5) An operator-in-charge or a person authorized by an operator-in-charge shall record the following information in the logs or other record-keeping mechanism in respect of each operating shift:</p> <ol style="list-style-type: none"> 1. The date, the time of day the shift began and ended and the number or designation of the shift. 2. The names of all operators on duty during the shift. 3. Any departures from normal operating procedures that occurred during the shift and the time they occurred. 4. Any special instructions that were given during the shift to depart from normal operating procedures and the person who gave the instructions. 5. Any unusual or abnormal conditions that were observed in the facility during the shift, any action that was taken and any conclusions drawn from the observations. 6. Any equipment that was taken out of service or ceased to operate during the shift and any action taken to maintain or repair equipment during the shift. <p>(6) The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Wt.Rs.-39 — Facility Owner — Operations and Maintenance Manuals	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. Reg. 129/04, s. 20	Superseded + 2 years	20.(1) The owner of a facility shall ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility. (2) The owner shall ensure that the manuals are reviewed and updated at least once every two years.
	458	OENV-Wt.Rs.-40 — Facility Owner — Training Records	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, ss. 21.(3),(4).	Not specified “shall ensure maintained”	21.(3) The owner shall ensure that records are maintained of the training given under this section, including the names and positions of the operators who attend training sessions, the date or dates of each training session, the duration of each training session and the subjects covered at each training session. (4) The owner shall submit copies or summaries of the records to the Director when requested to do so by the Director.
		OENV-Wt.Rs.-51 — Permit Holders — Permit Records	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 34.1(9)(f), 34.7(2)(e)	Not specified “governing keeping of”	34.1(9) Without limiting the generality of subsection (8), the Director may include terms and conditions in a permit, . . . (f) governing the keeping of records with respect to the matters that are monitored and reported as described in clause (e); 34.7(2) If a permit issued under section 34.1 authorizes the taking of water from a Great Lakes watershed and any of the water taken is transferred or is to be transferred, the Director may include terms and conditions in the permit, . . . (e) governing the keeping of records with respect to the matters that are monitored and reported as described in clause (c);
g083 Ontario Works Act, 1997 5 years	380	OSS-Works-1 — Social Service Delivery Agent Information	Ontario Works Act, 1997, S.O. 1997, c.25, Sched.A, s.42.	Not Specified “Shall Keep”	42. Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g084 Ontario Works Policy Directives – Case Files 5 years and no ongoing fraud	551	Ontario Works Policy Directives	Ontario Works Policy Directives # 11.1 Delivery Standards File retention	E+5 years (E = applies to an applicant or recipient's case file in total and the documentation contained in the case file. Ongoing fraud – retain indefinitely	All records relating to Ontario Works should be retained for not less than five years. The five-year period of retention applies to an applicant or recipient's case file in total and the documentation contained in the case file. Any files or documents may be destroyed if they are inactive and date five or more years after the date the file was started. Exceptions to this rule exist where: There has been an overpayment of assistance to an applicant or recipient and the overpayment is still outstanding after the five year deadline. The case file and any related documents should be retained indefinitely, when there has been an overpayment of assistance to a recipient and the recipient has not made full repayment. The applicant or recipient is being investigated for social assistance fraud. The case file and any related documents should be retained indefinitely when there is an ongoing fraud investigation. The date of destruction should coincide with the provincial fiscal year-end (March 31st).
g085 Ontario Works Policy Directives – Family Support Issues 10 years		Ontario Works Policy Directives	Ontario Works Policy Directives # 11.1 Delivery Standards File retention	Family support issues – 10 years	Any files or documents may be destroyed if they are inactive and date five or more years after the date the file was started. Exceptions to this rule exist where: ... There are outstanding family support issues related to the applicant or recipient's file. The case file and any related documents should be retained for a minimum of 10 years where there are outstanding family support issues. The date of destruction should coincide with the provincial fiscal year-end (March 31st).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g086 Ontario Works Policy Directives – Delivery Agent Accounting documents 7 years and no ongoing fraud		Ontario Works Policy Directives	Ontario Works Policy Directives # 11.1 Delivery Standards File retention	Accounting documents – 7 years Ongoing fraud – retain indefinitely	Any files or documents may be destroyed if they are inactive and date five or more years after the date the file was started. Exceptions to this rule exist where: The file or documents are delivery agent accounting documents which substantiate expenditures, such as payroll journals, cleared cheques, subsidy claims, etc. Accounting documents should be retained for a minimum of seven years. The date of destruction should coincide with the provincial fiscal year-end (March 31st).
g087 Patient Restraints Minimization Act, 2001 Shall keep		OHC-PRM-1 — Patient Restraint/Confinement Records	Patient Restraints Minimization Act, 2001, S.O. 2001, c. 16, s. 9.(3)	Not specified “shall ensure keeps”	9.(3) A hospital or facility shall ensure that it keeps such records as may be required by regulation about the restraining or confinement of patients and about its use of monitoring devices on patients, and shall ensure that the records are made by the persons and in the circumstances specified by regulation.
g088 Pension Benefits Act, R.S.O. 1990 5 years	311	OLA-Pn.Bn.-1 — Pension Benefits Offence Prosecutions — Limitation Period	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2).	Event + 5 years (Event = Offence occurred or alleged occurred)	110.(6) No prosecution for an offence under this Act shall be commenced after five years after the date when the offence occurred or is alleged to have occurred.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g089 Environmental Limitation Later of: day offence committed; and day evidence of offence first came to attention of designated authority + 2 years	554	OAF-Pest.-3 — Pesticide Offence Proceedings — Limitation Period	Pesticides Act, R. S. O. 1990, c. P.11, s. 48; as am. S. O. 2009, c. 33, Sched. 15, s. 9.(7)	Event + 2 years (Event = Later of: day offence committed; and day evidence of offence first came to attention of provincial officer or Director)	48.(1) Proceedings for an offence under this Act or the regulations shall not be commenced later than two years after the later of, (a) the day on which the offence was committed; and (b) the day on which evidence of the offence first came to the attention of a provincial officer or Director. (2) Clause (1)(b) does not apply in respect of offences committed before the day this section comes into force.
g089	158	OENV-Ev.Pr.-10 — Environmental Offence Prosecutions — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.	Event + 2 years (Event = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.)	195.(1) Proceedings for an offence under this Act or the regulations shall not be commenced later than two years after the later of, (a) the day on which the offence was committed; and (b) the day on which evidence of the offence first came to the attention of a person appointed under section 5. (2) Clause (1)(b) does not apply in respect of offences committed before the 28th day of June, 1988.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g090 Planning Act – Planning 10 years	312	OMUN-Plan.-2 — Official Plans	Planning Act, R.S.O. 1990, c. P.13, s. 20.	Not specified “shall be available for public inspection during office hours”	20.(1) A certified copy of the official plan shall be lodged in the office of the clerk of each municipality to which the plan or any part of the plan applies. (2) The lodging required by subsection (1) shall be carried out, (a) in the case of an official plan that applies to only one municipality or part thereof or to only one municipality and territory without municipal organization, by the clerk of the municipality; and (b) in the case of an official plan that applies to more than one municipality or parts thereof, by the clerk of the municipality that has the largest population. (3) All copies lodged under subsection (1) shall be available for public inspection during office hours.
		OMUN-Plan.-9 — Minutes, Records of Applications, Decisions & Committee Minutes, Application Records and Decisions	Planning Act, R.S.O. 1990, c. P.13, ss. 14.2(6), 44(10); as am. S.O. 2006, c. 32, Sched. C, s. 47(11)	Not specified “shall keep on file”	14.2(6) The secretary–treasurer shall keep on file minutes and records of all applications and the decisions on them and of all other business of the authority, and section 253 of the Municipal Act, 2001 applies with necessary modifications in respect of the documents kept. 44.(10) The secretary–treasurer shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the committee, and section 253 of the Municipal Act, 2001 or section 199 of the City of Toronto Act, 2006, as the case may be, applies with necessary modifications to such documents.

567	OMUN-Plan.-10 — Appeal Records	Planning Act, R.S.O. 1990, c. P.13, ss. 17. (29), (29.1), (31), (32), (42), (42.1); ss. 51 (35); 53. (15), (16), (16.1), (28), (29), (29.1); as am. S.O. 2006, c. 32, Sched. C, s. 17(29)	Not specified “shall ensure is compiled”	<p>17.(29) If a notice of appeal under subsection (24) is filed, the clerk of the municipality shall ensure that,</p> <p>(a) a record is compiled which includes the prescribed information and material;</p> <p>(b) the record, the notice of appeal and the fee charged by the Tribunal are forwarded to the Tribunal within 15 days after the last day for filing a notice of appeal;</p> <p>(c) the notice of appeal and the record are forwarded to the appropriate approval authority within 15 days after the last day for filing a notice of appeal, whether or not the plan is exempt from the requirement for an approval, unless the approval authority has notified the municipality that it does not wish to receive copies of the notices of appeal and the records; and</p> <p>(d) such other information or material as the Tribunal may require in respect of the appeal is forwarded to the Tribunal.</p> <p>(29.1) Despite clause (29)(b), if all appeals under subsection (24) in respect of all or part of the decision of council are withdrawn within 15 days after the last day for filing a notice of appeal, the municipality is not required to forward the materials described under clauses (29)(b) and (d) to the Tribunal and under clause (29)(c) to the appropriate approval authority.</p> <p>.....</p> <p>(31) If the plan is not exempt from approval, the council shall cause to be compiled and forwarded to the approval authority, not later than 15 days after the day the plan was adopted, a record which shall include the prescribed information and material and any fee under section 69 or 69.1.</p> <p>(32) An approval authority may require that a council provide such other information or material that the approval authority considers it may need.</p> <p>.....</p> <p>(42) If an approval authority receives a notice of appeal under subsection (36) or (40), it shall ensure that,</p> <p>(a) a record is compiled which includes the prescribed information and material;</p> <p>(b) the record, notice of appeal and the fee by the Tribunal are forwarded to the Tribunal within 15 days after the last day for filing a notice of appeal</p>
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					<p>under subsection (36) or within 15 days after the notice of appeal under subsection (40) was filed, as the case may be; and</p> <p>(c) such other information or material as the Tribunal may require in respect of the appeal is forwarded to the Tribunal.</p> <p>(42.1) Despite clause (42)(b), if all appeals in respect of all or part of the plan are withdrawn within 15 days after the last day for filing a notice of appeal under subsection (36) or within 15 days after the notice of appeal under subsection (40) was filed, the approval authority is not required to forward the materials described under clauses (42)(b) and (c) to the Tribunal.</p> <p>.....</p> <p>51.(35) An approval authority that receives a notice of appeal under subsection (34) shall ensure that,</p> <p>(a) a record is compiled which includes the prescribed information and material;</p> <p>(b) the record, the notice of appeal and the fee are forwarded to the Tribunal within 15 days after the notice is filed; and</p> <p>(c) such other information or material as the Tribunal may require in respect of the appeal is forwarded to the Tribunal.</p> <p>....</p> <p>53. (15) If the clerk of the municipality or the Minister receives a notice of appeal under subsection (14), the clerk of the municipality or the Minister shall ensure that,</p> <p>(a) a record is compiled which includes the prescribed information and material;</p> <p>(b) the record, the notice of appeal and the fee are forwarded to the Tribunal within 15 days after the notice is filed; and</p> <p>(c) such other information or material as the Tribunal may require in respect of the appeal is forwarded to the Tribunal.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>....</p> <p>(16) If an appeal under subsection (14) is withdrawn, the Tribunal shall notify the council or Minister and the council or the Minister may proceed to make a decision under subsection (1).</p> <p>(16.1) Despite clause (15) (b), if all appeals under subsection (14) are withdrawn within 15 days after the first notice of appeal is filed, the clerk of the municipality or the Minister is not required to forward the materials described under clause (15) (b) to the Tribunal.</p> <p>.....</p> <p>(28) If the clerk or the Minister, as the case may be, receives a notice of appeal under subsection (19) or (27), the clerk or the Minister shall ensure that,</p> <p>(a) a record is compiled which includes the information and material prescribed;</p> <p>(b) the record, the notice of appeal and the fee are forwarded to the Tribunal within 15 days after the last day for filing a notice of appeal under subsection (19) or (27).</p> <p>(c) such other information or material as the Tribunal may require in respect of the appeal is forwarded to the Tribunal.</p> <p>(29) If all appeals under subsection (19) or (27) are withdrawn and the time for appealing has expired, to the Tribunal shall notify the council or the Minister, as the case may be, and subject to subsection (23), the decision of the council or the Minister to give or refuse to give a provisional consent is final.</p> <p>(29.1) Despite clause (28)(b), if all appeals under subsection (19) or (27) are withdrawn within 15 days after the last day for filing a notice of appeal, the clerk of the municipality or the Minister is not required to forward the materials described under clause (28)(b) to the Tribunal.</p>

		OMUN-Plan.-15 — Records Compiled by Clerks for Approval Authority under ss. 17(29), (31) of Planning Act	Official Plans and Plan Amendments Regulation, under the Planning Act, O. Reg. 543/06, ss. 6, 7; as am. O. Reg. 68, ss. 5(1), (2), 6; s. 8.1 par. 2; as en. O. Reg. 180/16, s. 6; as am. O. Reg. 297/19, s. 1	Not specified “compiled”	<p>6. A record compiled by the clerk of the municipality or secretary-treasurer of the planning board and forwarded to the Tribunal under subsection 17(29) of the Act shall include the following:</p> <p>0.1 A certified copy of the notice of the adoption of the plan or plan amendment under subsection 17(23) of the Act.</p> <p>1. A certified copy of the by-law adopting the proposed official plan or plan amendment.</p> <p>2. A certified copy of the proposed official plan or plan amendment.</p> <p>3. The original or a certified copy of the notice of appeal and the date it was received by the municipality or planning board.</p> <p>4. The original or a copy of all written submissions and comments and the dates they were received.</p> <p>5. An affidavit or sworn declaration in accordance with subsection 14(1).</p> <p>6. A statement from an employee of the municipality or planning board as to whether the proposed official plan or plan amendment,</p> <p>i. is consistent with the policy statements issued under subsection 3(1) of the Act,</p> <p>ii. conforms or does not conflict with any applicable provincial plan or plans, and</p> <p>iii. in the case of a lower-tier municipality’s official plan or plan amendment, conforms with the upper-tier municipality’s official plan.</p> <p>7. If a public meeting was held, a copy of the minutes.</p> <p>8. A copy of any planning report considered by the council or planning board.</p> <p>9. If applicable, the original or a certified copy of the prescribed information and material received by the council or planning board under clauses 17(15) (a) and (b) and subsection 22(4) of the Act.</p> <p>10. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board.</p> <p>7. A record compiled by the clerk of the municipality or secretary-treasurer of the planning board and forwarded to the approval authority under subsection 17(31) of the Act shall include the following:</p> <p>1. A certified copy of the by-law adopting the proposed official plan or plan amendment.</p> <p>2. A certified copy of the proposed official plan or plan amendment.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>3. In the case of a proposed official plan, a statement as to whether it replaces an existing official plan.</p> <p>4. The original or a copy of all written submissions and comments and the dates they were received.</p> <p>5. An affidavit or sworn declaration in accordance with subsection 14(1).</p> <p>6. An affidavit or sworn declaration in accordance with subsection 14(2).</p> <p>7. A statement from an employee of the municipality or planning board as to whether the proposed official plan or plan amendment,</p> <p>i. is consistent with the policy statements issued under subsection 3 (1) of the Act,</p> <p>ii. conforms or does not conflict with any applicable provincial plan or plans, and</p> <p>iii. in the case of a lower-tier municipality's official plan or plan amendment, conforms with the upper-tier municipality's official plan.</p> <p>8. If a public meeting was held, a copy of the minutes.</p> <p>9. A copy of any planning report considered by the council or planning board.</p> <p>10. If applicable, the prescribed information and material under clauses 17(15)(a) and (b) of the Act.</p> <p>11. If applicable, the original or a certified copy of,</p> <p>i. the supporting information and material under clauses 17(15)(a) and (b) of the Act,</p> <p>ii. the prescribed information and material under subsection 22(4) of the Act, and</p> <p>iii. any other information and material that is required to be provided by the official plan of the municipality or planning board.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Plan.-17 — Records Compiled by Clerks for O.M.B. (s. 22(9) of Planning Act)	Official Plans and Plan Amendments Regulation, under the Planning Act, O. Reg. 543/06, s. 13; as am. O. Reg. 180/16, s. 9; as am. O. Reg. 68/18, s. 11(1), (2)	Not specified “compiled”	<p>13. A record compiled by the clerk of the municipality or secretary–treasurer of the planning board and forwarded to the Tribunal under subsection 22(9) of the Act shall include the following:</p> <p>0.1 If applicable, a certified copy of the notice of refusal under subsection 22(6.6) of the Act.</p> <p>1. The original or a certified copy of the request for an amendment to the official plan.</p> <p>2. The original or a certified copy of the prescribed information and material received by the council or planning board under subsection 22(4) of the Act.</p> <p>3. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board.</p> <p>4. The original or a copy of all written submissions and comments received by the council or planning board, and the dates they were received.</p> <p>5. An affidavit or sworn declaration in accordance with subsection 14(1).</p> <p>6. A statement from an employee of the municipality or planning board as to whether the decision of the council or planning board,</p> <p>i. is consistent with the policy statements issued under subsection 3(1) of the Act, and</p> <p>ii. conforms to or does not conflict with any applicable provincial plan or plans, and</p> <p>iii. in the case of a lower-tier municipality’s official plan, conforms with the upper-tier municipality’s official plan.</p> <p>7. If a public meeting was held, a copy of the minutes.</p> <p>8. A copy of any planning report considered by the council or planning board.</p> <p>9. If applicable, a copy of the resolution of the council or planning board refusing to adopt the requested amendment.</p> <p>10. If applicable, a copy of the written explanation for the refusal.</p>

		OMUN-Plan.-18 — Records Compiled by Clerks for O. M. B. (ss. 51(35), (50)(a) of Planning Act)	Plans of Subdivision Regulation, under the Planning Act, O. Reg. 544/06, ss. 8, 11; as am. O. Reg. 74, ss. 6, 8(1), (2)	Not specified “shall retain”	<p>8. A record compiled by the approval authority and forwarded to the Tribunal under clause 51(35)(a) of the Act shall include the following:</p> <ol style="list-style-type: none"> 1. The original or a certified copy of the application received by the approval authority. 2. The original or a certified copy of the prescribed information and material received by the approval authority under subsection 51(17) of the Act. 3. If applicable, the original or certified copy of any other information and material that the applicant was required to provide to the approval authority. 4. The original or a certified copy of the notice of appeal and the date it was received. 5. The original or a copy of all written submissions and comments received, and the date they were received. 8. If a public meeting was held, a copy of the minutes. 9. If the approval authority held the public meeting, i. an affidavit or sworn declaration of an employee of the approval authority certifying that the notice requirements and the requirement for holding a public meeting under clause 51(20)(b) of the Act have been complied with, and ii. an affidavit or sworn declaration of an employee of the approval authority listing all persons and public bodies that made oral submissions at the public meeting. 10. A copy of the minutes of the public meeting. 11. A copy of any planning report considered by the approval authority. 11. A record compiled by the approval authority and forwarded to the Tribunal under clause 51(50)(a) of the Act shall include the following: <ol style="list-style-type: none"> 1. The information and material set out in section 8. 1.1 If applicable, a certified copy of the approval authority’s decision under subsection 51 (37) of the Act. 2. A copy of the decision of the approval authority, including the conditions and the lapsing provision, if any. 3. A statement by an employee of the approval authority as to whether the decision of the approval authority, <ol style="list-style-type: none"> i. is consistent with the policy statements issued under subsection 3(1) of the Act,
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>ii. conforms with or does not conflict with any applicable provincial plan or plans, and</p> <p>iii. Conforms with applicable official plans.</p> <p>4. If applicable, an affidavit or sworn declaration by an employee of the approval authority certifying that the notice requirements under subsection 51(37) of the Act have been complied with.</p> <p>5. If applicable, a copy of the proposed changes to the conditions of draft approval.</p> <p>6. If applicable, an affidavit or sworn declaration by an employee of the approval authority certifying that the notice requirements under subsection 51(45) of the Act have been complied with.</p> <p>7. If a public meeting was held, a copy of the minutes.</p>

		OMUN-Plan.-19 — Records Compiled by Clerks for O.M.B. (s. 34(23) of Planning Act)	Zoning By-Laws, Holding By-Laws and Interim Control By-Laws Regulation, under the Planning Act, O. Reg. 545/06, s. 7; as am. O. Reg. 179/16, s. 4; as am. O. Reg. 73/18, s. 7(1) to (3)	Not specified “compiled”	<p>7.(1) A record compiled by the clerk of the municipality or secretary-treasurer of the planning board and forwarded to the Tribunal under subsection 34(23) of the Act shall include the following:</p> <p>0.1 A certified copy of the notice of refusal under subsection 34(10.9) of the Act or the notice of the passing of the zoning by-law under subsection 34(18) of the Act.</p> <ol style="list-style-type: none"> 1. If applicable, a certified copy of the by-law. 2. If applicable, a certified copy of the notice of the refusal to amend the by-law. 3. The original or a certified copy of the notice of appeal and the date it was received by the municipality or planning board. 4. The original or a copy of all written submissions and comments and the dates they were received. 5. An affidavit or sworn declaration in accordance with subsection (2). 6. A statement by an employee of the municipality or planning board as to whether the decision of the council or planning board, <ol style="list-style-type: none"> i. is consistent with the policy statements issued under subsection 3(1) of the Act, ii. conforms to or does not conflict with any applicable provincial plan or plans, and iii. conforms to the official plan of the municipality or planning board. 7. If a public meeting was held, a copy of the minutes. 8. A copy of any planning report considered by the council or planning board. 9. The original or a certified copy of the prescribed information and material received by the council or planning board under subsection 34(10.1) of the Act. 10. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board. <p>(2) The affidavit or sworn declaration for the purposes of paragraph 5 of subsection (1),</p> <ol style="list-style-type: none"> (a) shall be made by an employee of the municipality or planning board; and (b) shall contain, <ol style="list-style-type: none"> (i) a certificate that the requirements for giving notice and holding public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public set out in the official plan have been complied with,
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					(ii) a certificate that any requirements for giving notice of the passing of the by-law have been complied with, (iii) if a public meeting was held, a list of all persons and public bodies that made oral submissions at a public meeting, and (iv) if subsection 34(10.7) of the Act applies, a certificate that the requirements of clause 34(10.7)(a) of the Act have been complied with.
		OMUN-Plan.-24 — Municipal Councils — Official Plans Zoning Bylaws	Planning Act, R.S.O. 1990, c. P.13, s. 26(1), (1.1), (9); as am. S.O. 2015, c. 26, s. 24(1); as am. S.O. 2006, c. 23, s. 13	Official Plans: Event + 10 years (Event = shall revise no less frequently than 10 years after it comes into effect, every 5 years thereafter unless plan has been replaced by new official plan) Zoning Bylaws: Event + 3 years (Event = shall amend)	26.(1) If an official plan is in effect in a municipality, the council of the municipality that adopted the official plan shall, in accordance with subsection (1.1), revise the official plan as required to ensure that it, (a) conforms with provincial plans or does not conflict with them, as the case may be; (b) has regard to the matters of provincial interest listed in section 2; and (c) is consistent with policy statements issued under subsection 3 (1). (1.1) The council shall revise the plan no less frequently than, (a) 10 years after it comes into effect as a new official plan; and (b) every five years thereafter, unless the plan has been replaced by another new official plan. (9) No later than three years after a revision under subsection (1) or (8) comes into effect, the council of the municipality shall amend all zoning by-laws that are in effect in the municipality to ensure that they conform with the official plan.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g091 Planning Act —Approval Authority Not specified	109	OPM-Plan.-1 — Approval Authority Applications / Correspondence	Delegation of Authority of Minister to Give Consents, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(a), as am., O. Reg. 426/96, s. 2	Not specified “Shall Keep”	5. The official or, if the office of the official is vacant or if the official is unable to carry out his or her duties through illness or otherwise, another person authorized by the approval authority shall attend all meetings and shall, (a) keep all applications submitted and all correspondence addressed to the approval authority;
	110	OPM-Plan.-2 — Approval Authority Meeting Minutes	Delegation of Authority of Minister to Give Consents, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(b), as am., O. Reg. 426/96, s. 2.	Not specified “shall keep”	5. The official or, if the office of the official is vacant or if the official is unable to carry out his or her duties through illness or otherwise, another person authorized by the approval authority shall attend all meetings and shall, . . . (b) keep minutes of every meeting of the approval authority, including full particulars of all written comments made in respect to each application;
	111	OPM-Plan.-3 — Approval Authority Records	Delegation of Authority of Minister to Give Consents, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(c), as am., O. Reg. 426/96, s. 2.	Not specified “shall keep”	5. The official or, if the office of the official is vacant or if the official is unable to carry out his or her duties through illness or otherwise, another person authorized by the approval authority shall attend all meetings and shall, . . . (c) keep all other records of the approval authority.
g092 Pounds Act Not specified	320	OMUN-Pounds- 1 — Clerk — Book of Distrained Animals / Pound Notices	Pounds Act, R.S.O. 1990, c. P.17, ss. 9(3), (4).	Not specified “to be kept”	9.(3) If the owner is unknown, the person distraining shall, within forty — eight hours, deliver to the clerk of the municipality a notice in writing of having distrained the animal containing a description of its colour, age and natural and artificial marks, as nearly as may be. (4) The clerk on receiving the notice shall forthwith enter a copy thereof in a book to be kept by the clerk for that purpose and shall post it or a copy thereof in some conspicuous place on or near the door of his or her office and keep it so posted for at least one week, unless the animal is sooner claimed by the owner.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g093 Provincial Offences Act Not specified	569	OLA-Pr.Of.-2 — Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.1.(2); as am. S. O. 1993, c. 31, s. 1.(12); s. 18.2.(5); as am. S. O. 1992, c. 20, s. 1.(1)	75 days	18.1(2) If a defendant gives notice of an intention to appear after a notice of impending conviction has been given, a proceeding may be commenced in respect of the charge if it is done within seventy-five days after the day on which the alleged infraction occurred. 18.2(5) A proceeding may be commenced in respect of the charge by filing the certificate requesting a conviction in the office of the court, but only if the certificate is filed within seventy-five days after the alleged infraction occurred.
	570	OLA-Pr.Of.-3 — Court Clerk — Parking Conviction Records	Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.2.(6); as am. S. O. 1993, c. 31, s. 1.(17)	Not specified “shall record”	18.2(6) Upon receiving a certificate requesting a conviction, the clerk of the court shall record a conviction and the defendant is then liable to pay the set fine for the offence.
g095 Real Property Limitations Act 10 years	392	OLA-RPL-14 — Mortgages Arrear Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 22.	Event + 10 years (Event = last payment of any part of principal or interest)	22. Any person entitled to or claiming under a mortgage of land may make an entry or bring an action to recover the land at any time within ten years next after the last payment of any part of the principal money or interest secured by the mortgage, although more than ten years have elapsed since the time at which the right to make such entry or bring such action first accrued.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	391	OLA-RPL-17 — Mortgage Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 19.	Event + 10 years (Event = mortgagee obtained possession or: receipt of profits of land or: acknowledgements)	19. Where a mortgagee has obtained the possession or receipt of the profits of any land or the receipt of any rent comprised in the mortgage, the mortgagor, or any person claiming through the mortgagor, shall not bring any action to redeem the mortgage but within ten years next after the time at which the mortgagee obtained such possession or receipt, unless in the meantime an acknowledgment in writing of the title of the mortgagor, or of the mortgagor's right to redemption, has been given to the mortgagor or to some person claiming the mortgagor's estate, or to the agent of such mortgagor or person, signed by the mortgagee, or the person claiming through the mortgagee, and in such case no such action shall be brought but within ten years next after the time at which the acknowledgment, or the last of the acknowledgments if more than one, was given.
	397	OLA-RPL-18 — Recovery of Future Estate Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 6(1).	Longer of: Event + 5 years (Event = Estate of entitled person vested in possession) And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)	6.(1) If the person last entitled to any particular estate on which any future estate or interest was expectant has not been in the possession or receipt of the profits of the land, or in receipt of the rent, at the time when the person's interest determined, no such entry or distress shall be made and no such action shall be brought by any person becoming entitled in possession to a future estate or interest but within ten years next after the time when the right to make an entry or distress, or to bring an action for the recovery of the land or rent, first accrued to the person whose interest has so determined, or within five years next after the time when the estate of the person becoming entitled in possession has become vested in possession, whichever of those two periods is the longer.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	393	OLA-RPL-19 — Recovery of Land and Rent Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4.	Event + 10 years (Event = Right to make such entry or distress, or bring such action, first accrued to person through whom claim made)	4. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it.
	390	OLA-RPL-20 — Rent Arrear Claims — Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1).	Event + 6 years (Event = Rent became due or acknowledgment in writing of same given)	17.(1) No arrears of rent, or of interest in respect of any sum of money charged upon or payable out of land or rent, or in respect of any legacy, whether it is or is not charged upon land, or any damages in respect of such arrears of rent or interest, shall be recovered by any distress or action but within six years next after the same respectively has become due, or next after any acknowledgment in writing of the same has been given to the person entitled thereto or the person's agent, signed by the person by whom the same was payable or that person's agent.
		OLA-RPL-30 — Rights to make Entry or Distress, or for Action, to Recover Land or Rent where Person under Disability — Ultimate Limitation Period	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 37	Event +20 years (Event = Right first accrued)	37. No entry, distress or action, shall be made or brought by any person, who, at the time at which his or her right to make any entry or distress, or to bring an action, to recover any land or rent first accrued was under any of the disabilities hereinbefore mentioned, or by any person claiming through him or her, but within twenty years next after the time at which the right first accrued, although the person under disability at such time may have remained under one or more of such disabilities during the whole of the twenty years, or although the term of five years from the time at which the person ceased to be under any such disability or died, may not have expired.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g096 Retail Sales Tax Act 6 years	108	OF-RST-9 — Retail Sales Tax Accounting Records	Definitions, Exemptions and Rebates Regulation, under the Retail Sales Tax Act, R.R.O. 1990, Reg. 1012, s. 22; as am. O.Reg. 35/91, s. 4.	Event + 6 years (72 months)(Event = start of fiscal year during which records destroyed unless Minister approves earlier, and no outstanding court action).	22. The records required by the Act and this Regulation to be kept by a vendor, manufacturer, wholesaler, importer, jobber, and agent may be destroyed if written authorization has been obtained from the Minister or, (a) the records relate to a fiscal year that ended not later than seventy-two months prior to the start of the fiscal year during which the records will be destroyed; (b) the records are for a period for which all returns required by the Act have been filed and all tax assessed by the Minister has been paid; (c) the records are for a period for which there is no unresolved dispute concerning any tax payable by the person retaining the records, and for which the time limit for filing a Notice of Objection to any Assessment of tax or Statement of Disallowance has expired; (d) any demand for the production of the records has been met to the satisfaction of the Minister; and (e) written notice has not been given by the Minister requiring the retention of the records.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g097 Retirement Homes Act, 2010 – resident records 7 years – financial or last day of residence +7 years - personal		OSS-Rt.Hm.-9 — Retirement Homes Licensees — Resident Plans of Care	Retirement Homes Act, 2010, S.O. 2010, c. 11, ss. 62(4), (11)	Not specified “shall ensure there is/documented”	<p>62.(4) The licensee of a retirement home shall ensure that there is a written plan of care for each resident of the home that sets out,</p> <p>(a) the care services that are part of a package of care services that the resident is entitled to receive under the resident’s agreement with the licensee, whether or not the resident receives the services;</p> <p>(b) the planned care services for the resident that the licensee will provide, including,</p> <p>(i) the details of the services,</p> <p>(ii) the goals that the services are intended to achieve, and</p> <p>(iii) clear directions to the licensee’s staff who provide direct care to the resident;</p> <p>(c) if the resident has consented to the inclusion of the information in the plan of care, the planned care services for the resident that external care providers will provide with the consent of the resident, to the extent that such information is available to the licensee after the licensee has taken all reasonable steps to obtain such information from the resident and the external care provider, including,</p> <p>(i) the details of the services, and</p> <p>(ii) the goals that the services are intended to achieve; and</p> <p>(d) a statement indicating whether the resident has provided consent to the licensee to collect information from external care providers, to use such information and to disclose the contents of the plan of care to external care providers and others.</p> <p>.....</p> <p>62.(11) The licensee shall ensure that the following are documented in accordance with the regulations, if any:</p> <p>1. The provision of the care services set out in the plan of care.</p> <p>2. The outcomes of the care services set out in the plan of care.</p> <p>3. The effectiveness of the plan of care.</p>
		OSS-Rt.Hm.-19 — Offence Prosecutions — Limitation Period 7	Retirement Homes Act, 2010, S.O. 2010, c. 11, s. 98.(7)	Event + 2 years (Event = Day facts first came to knowledge of Registrar)	<p>98.(7) A prosecution for an offence under this Act shall not be commenced more than two years after the day the facts on which the prosecution is based first came to the knowledge of the Registrar.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OSS-Rt.Hm.-23 — Retirement Home Licensees — Plans of Care and Agreements	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 8	Not specified “shall provide”	8. For the purposes of informing residents of their rights set out in the Residents’ Bill of Rights, the licensee of a retirement home shall provide to each resident of the home and to the resident’s substitute decision-makers, if any, the resident’s plan of care and a copy of each written agreement between the licensee and the resident, (a) as soon as possible after the agreement is made or the plan of care is developed, as the case may be; and (b) whenever the resident or any of the resident’s substitute decision-makers, if any, reasonably requests a copy after the time described in clause (a).

		OSS-Rt.Hm.-39 — Retirement Home Licensees — Resident Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 55, 56(5)	Event + 7 years (Event = Last day person resident of home; available in home at all times during that period)	<p>55.(1) The licensee of a retirement home shall keep a record for each resident of the home that complies with the requirements of this section.</p> <p>(2) The record for each resident shall include,</p> <p>(a) documentation of all consents related to the collection, use, retention or disclosure of the resident's personal information, including personal health information;</p> <p>(b) if the resident was assessed for the purposes of developing the resident's plan of care, documentation of when the resident was assessed and by whom;</p> <p>(c) if the resident did not consent to an assessment, documentation of that fact;</p> <p>(d) a copy of the resident's most recent plan of care;</p> <p>(e) a copy of the written agreement between the resident and the licensee required under section 53 of the Act;</p> <p>(f) if the licensee is required to deliver notice to the resident under clause 49.(1)(b) of the Act with respect to ceasing to operate the home as a retirement home, evidence that the licensee delivered the notice and that the resident received it; and</p> <p>(g) a copy of the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident that relate to money required to be held in trust under section 72 of the Act and that subclause 57.(9)(g)(ii) of this Regulation requires the licensee to retain.</p> <p>(3) In addition to subsection (2), for each resident of a retirement home to which the licensee of the home provides at least one care service, the record shall include,</p> <p>(a) the following documents or information to the extent that they are reasonably available to the licensee:</p> <p>(i) the name and contact information of the resident's known substitute decision-makers, if any,</p> <p>(ii) the name and contact information of the resident's next of kin,</p> <p>(iii) the name of the resident's primary health care provider; and</p> <p>(b) the information required under subsection 62.(11) of the Act.</p> <p>(4) In addition to subsection (2), for each resident of a retirement home to which the licensee of the home provides at least one care service described in subsection 2.(1), the record shall include,</p>
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					<p>(a) the resident’s health number; and</p> <p>(b) all information of the resident’s medical history, including the period before the date on which the resident commenced residency in the home, that is relevant to the care services that the licensee provides to the resident.</p> <p>(5) A licensee of a retirement home shall keep records proving compliance with the Act and this Regulation in relation to,</p> <p>(a) the police background checks required by section 64 of the Act;</p> <p>(b) the declarations required by subsection 13.(3) of this Regulation;</p> <p>(c) the skills, qualifications and training of the staff who work in the home;</p> <p>(d) the training of volunteers required by section 66 of the Act;</p> <p>(e) the consultations required under subsection 25.(2) or paragraph 1 of section 26 of this Regulation, as the case may be; and</p> <p>(f) the screening required under subsection 27.(8) of this Regulation.</p> <p>.....</p> <p>56.(5) In addition to subsection (4), if a record is a record that subsection 55(1) requires the licensee to keep in respect of a resident of a retirement home, the licensee shall ensure that the record is retained for no less than seven years from the last day on which the person is a resident of the home and that a copy of the record is available in the home at all times during that period.</p>

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		OSS-Rt.Hm.-42 — Retirement Home Licensees — Trust Receipts / Ledgers / Resident Books of Account / Instructions / Authorizations / Receipt Acknowledgements / Quarterly Statements / Deposit Books, Slips, Pass-Books, Monthly Bank Statements, Cheque Books and Cancelled Cheques	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 57.(9)(a), (c) to (g)	7 years	57.(9) The licensee shall, (a) provide a resident, or a person acting on behalf of a resident, with a written receipt for all money that the licensee receives from the resident, or any other person, for deposit in a trust account for the resident; (c) maintain a separate ledger for each trust account showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal; (d) maintain a separate book of account for each resident for whom money is deposited in a trust account; (e) on the written demand of a resident, or a person acting on behalf of a resident, make the resident's book of account mentioned in clause (d) available for inspection by the resident or the person during any business day; (f) provide to the resident, or to a person acting on behalf of a resident, a quarterly itemized written statement respecting the money held by the licensee in trust for the resident, including deposits and withdrawals and the balance of the resident's funds as of the date of the statement; and (g) with respect to each resident for whom money is deposited in a trust account, retain for a period of not less than seven years, (i) the books of account, ledgers, deposit books, deposit slips, pass-books, monthly bank statements, cheque books and cancelled cheques applicable to the trust account, (ii) the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident, and (iii) the written receipts and statements provided to the resident, or a person acting on behalf of a resident.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g098 Retirement Homes Act, 2010 – Retirement Home Operations		OSS-Rt.Hm.-8 — Retirement Homes Licensees — Safety Plans	Retirement Homes Act, 2010, S.O. 2010, c. 11, s. 60(4)	Not specified “shall ensure in place”	60.(4) Every licensee of a retirement home shall ensure that the following are in place for the home: 1. An emergency plan that responds to emergencies in the home or in the community in which the home is located and that meets the prescribed requirements. 2. An infection prevention and control program that meets the prescribed requirements.
		OSS-Rt.Hm.-31 — Retirement Home Licensees — Emergency Plans / Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 24(2), (5)(c)	Not specified “shall keep/ in writing”	24.(2) The licensee of a retirement home shall ensure that the emergency plan for the home is in writing. (5) The licensee shall, . . . (c) keep a written record of the testing of the emergency plan and planned evacuations and of any changes made to improve the emergency plan.
		OSS-Rt.Hm.-32 — Retirement Home Licensees — Infection Prevention and Control Program Consultation Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 27(3)	Not specified “shall keep”	27.(3) The licensee shall keep a written record of the consultation required under subsection (2) that shall include a record of when the consultation took place, what was discussed and any recommendations that the local medical officer of health or designate made.

		OSS-Rt.Hm.-33 — Retirement Home Licensees — Respiratory or Gastrointestinal Illness Monitoring Records / Infectious Disease Processes / Tuberculosis Scans	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 27(4), (5), (8); as am. O. Reg. 68/20, s. 1	Not specified “shall ensure /recorded/ available ”	<p>27.(4) The licensee of a retirement home shall ensure that a written surveillance protocol is established in consultation with the local medical officer of health or designate in order to identify, document and monitor residents who report symptoms of respiratory or gastrointestinal illness.</p> <p>(5) The licensee of a retirement home shall ensure that,</p> <p>(0.a) any guidance, advice or recommendations given to retirement homes by the Chief Medical Officer of Health are followed in the retirement home;</p> <p>(0.b) all reasonable steps are taken in the retirement home to follow,</p> <p>(i) any directive respecting coronavirus (COVID-19) issued to long-term care homes by the Chief Medical Officer of Health under section 77.7 of the Health Protection and Promotion Act, and</p> <p>(ii) any guidance, advice or recommendations respecting coronavirus (COVID-19) that are given to long-term care homes by the Chief Medical Officer of Health and made available on the Government of Ontario’s website respecting coronavirus (COVID-19);</p> <p>(a) if an infectious disease outbreak occurs in the home, the outbreak is reported to the local medical officer of health or designate and the licensee defers to the officer or designate, as the case may be, for assistance and consultation as appropriate;</p> <p>(b) if there is an increase in the number of symptomatic residents in the home, the increase is reported immediately to the local medical officer of health or designate and that the officer or designate, as the case may be, is consulted; and</p> <p>(c) processes for meeting the requirements in clauses (a) and (b) are established and the processes are recorded in writing.</p> <p>(8) The licensee of a retirement home shall ensure that, . . .</p> <p>(a) each resident, each member of the staff of the home and each volunteer receive information about the advantages of an annual influenza vaccination and where the vaccination is available;</p> <p>(b) each resident is screened for tuberculosis within 14 days of commencing residency in the home, unless the resident has been screened not more than 90 days before commencing residency and the documented results of the screening are available to the licensee;</p> <p>(c) each member of the staff has been screened for tuberculosis and all other infectious diseases that are appropriate in accordance with evidence-based</p>
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					practices or, if there are no such practices, in accordance with prevailing practices; and (d) the screening for each of the infectious diseases described in clause (c) has been done using procedures that accord with evidence-based practices or, if there are no such practices, with prevailing practices. O. Reg. 166/11, s. 27 (8).
		OSS-Rt.Hm.-35 — Retirement Home Licensees — Drug Administration Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 32	Not specified “shall ensure prepares/keeps”	32. If the licensee or a member of the staff of a retirement home administers a drug or other substance to a resident, the licensee shall ensure that, (a) the person who administered the drug or other substance prepares a written record noting the name and amount of the drug or other substance, the route of its administration and the time and date on which it was administered; (b) if a drug is administered, there is written evidence that the drug was prescribed for the resident by a person who is authorized to prescribe a drug under section 27 of the Regulated Health Professions Act, 1991; and (c) the administration of drugs and other substances in the home is evaluated at least annually and the licensee keeps a written record of each evaluation.
		OSS-Rt.Hm.-36 — Retirement Home Licensees — Medication Error / Error Reporting / Risk Evaluation Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 33(2)(a), (c), (3)	Not specified “shall ensure prepared/keep”	33.(2) If a medication error occurs in a retirement home or if a resident of the home has an adverse reaction to a drug or other substance administered to the resident in the home by the licensee or a member of the staff, the licensee shall ensure that, (a) a written record is prepared documenting the error or reaction and the immediate actions taken to assess and maintain the resident’s health; (c) a written record is prepared indicating to whom the error or reaction was reported; (3) Every licensee of a retirement home shall evaluate the risk of medication errors and adverse drug reactions in the home at least annually and keep a written record of each evaluation

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		OSS-Rt.Hm.-37 — Retirement Home Licensees — Dementia Care Program Annual Evaluation Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 41(5)	Not specified “shall keep”	41.(5) The program shall be evaluated at least annually and the licensee shall keep a written record of each evaluation.
		OSS-Rt.Hm.-40 — Retirement Home Licensees — Licencee Records / Police Background Checks and Declarations Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 56(3), (4), (6), (7); as am. O. Reg. 453/18, s. 5	Event = Retain for reasonable length of time based on nature of record and checks and declarations must be secure/ confidential	56.(3) The licensee shall ensure that each of the records is kept in a readable and useable format that allows a complete copy of the record to be readily produced. (4) The licensee shall ensure that each of the records is retained for a reasonable length of time to be determined based on the nature of the record. (6) The licensee shall ensure that records relating to a resident or to the police record checks required by section 64 of the Act or the declarations required by subsection 13(3) of this Regulation with respect to staff who work in the retirement home are kept in a manner that protects the security and confidentiality of the records. (7) The licensee shall develop a written policy detailing how the licensee will comply with the requirements in this section

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		OSS-Rt.Hm.-43 — Retirement Home Licensees — Complaint / Compliant Review Records	General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 59(2), (3)	Not specified “shall ensure kept in home”	59.(2) The licensee shall ensure that a written record is kept in the retirement home that includes, (a) the nature of each verbal or written complaint; (b) the date that the complaint was received; (c) the type of action taken to resolve the complaint, including the date of the action, time frames for actions to be taken and any follow-up action required; (d) the final resolution, if any, of the complaint; (e) every date on which any response was provided to the complainant and a description of the response; and (f) any response made in turn by the complainant. (3) The licensee shall ensure that, (a) the written record is reviewed and analyzed for trends at least quarterly; (b) the results of the review and analysis are taken into account in determining what improvements are required in the retirement home; and (c) a written record is kept of each review and of the improvements made in response.
g099 Technical Standards and Safety Act, 2000 – Elevating Device Operation 5 years	398	OC-TSS-1 — Owners — Posting of Elevator Licences	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 30.	Not Specified, “shall be posted”	30.(1) A licence for an elevating device shall be posted by the owner in a conspicuous position in the load-carrying unit of the elevating device or adjacent to the elevating device or in a more remote location as is required by the director. (2) A licence for an elevating device other than an elevator shall be posted by the owner on or adjacent to the elevating device such that it is readily visible.

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	399	OC-TSS-2 — Elevating Devices — Inspection and Tests Records Logbook	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 33.(6),(7), 34.(2)	Event + 5 years (Event = Date of last entry)	33.(6) A record of inspections and tests carried out under subsections (1), (2) and (3) shall be kept in the log book referred to in section 34. (7) Where the ownership of an elevating device changes, the records referred to in subsection (6) shall be transferred to the new owner. 34.(2) The log book shall be kept for a period of at least five years from the date of the last entry in the log book.
	400	OC-TSS-3 — Owner/Contractors — Elevating Devices Log Books	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 34; as am. O. R. 252/08, s. 19.	Event + 5 years (Event = date of last entry)	34.(1) Every owner of an elevating device and every contractor shall maintain a log book for each elevating device that they own or maintain, and the log book shall contain up-to-date data on, (a) all maintenance functions required to be recorded in the log book by the applicable code, standard or requirement referred to in the code adoption document or any applicable director's order; and (b) such other data as are required to be kept in the log book by this Regulation. (2) The log book shall be kept for a period of at least five years from the date of the last entry in the log book. (3) The log book data shall be readily available at the location of the elevating device to an inspector, maintenance mechanic and other persons designated by the owner.
	401	OC-TSS-4 — Owners — List of Emergency Contacts	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 37.(e); as am. O. R. 252/08, s. 22.	Keep to make available on request	37. Every owner of an elevating device shall ensure that, . . . (e) a list of persons to be called in case of an equipment or power failure, the discovery or a hazardous condition or an incident referred to in section 36 or any other emergency involving the elevating device is readily available at the location of the installation and ensure that the person called is prepared to take such action as is appropriate in the circumstances;

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	403	OC-TSS-6 — Owners — Passenger Elevator Contractor Contacts	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 38.	Keep to make available on request	38. Every owner of a passenger elevator shall ensure that, (a) in addition to the list required under clause 37.(e), the name and telephone number of the contractor currently maintaining the elevator is readily available, together with the expiry of the elevator maintenance contract; (b) the location of the keys required to be available under clause 37.(d) are posted inside the firehose cabinet located closest to the main front entrance of the apartment or building or other conspicuous location at the main front entrance of the building.
g100 Technical Standards and Safety Act, 2000 – Elevating Device design & instruction Until decommissioned or Transfer to new owners	402	OC-TSS-5 — Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 25.(2), 37.(f),(g).	Keep to make available on request and transfer to new owners	25.(2) A contractor who installs a new elevating device or alters an existing elevating device shall, on completion of the work, supply to the owner of the elevating device a copy of the registered design submission and general instructions for maintaining the newly installed elevating device or altered elevating device in a safe operating condition. 37. Every owner of an elevating device shall ensure that, . . . (f) a copy of the registered design submissions for, and general instructions for maintenance received under subsection 25.(2) of, the elevating device is readily available to an inspector and contractor; (g) on the transfer of ownership of an elevating device, a copy of the registered design submission and the instructions from maintenance are delivered to the new owner.

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g101 Vital Statistics Act – Burial Permits Burial + 2 years	349	OBS-Vt.St.-3 — Offence Prosecutions — Limitation Period	Vital Statistics Act, R. S. O. 1990, c. V.4, s. 59.	Event + 1 year (Event = Dep. Registrar General becomes aware of facts on which proceeding based)	59.(1) No proceeding shall be commenced in respect of an offence under this Act more than one year after the Deputy Registrar General becomes aware of the facts on which the proceeding is based. (2) A statement as to the time when the Deputy Registrar General became aware of the facts on which the proceeding is based, purporting to be certified by the Deputy Registrar General, is, without proof of that person's office or signature, evidence of the facts stated in it.
		OBS-Vt.St.-4 — Funeral Directors and Cemetery Owners — Burial, Cremation and Body Disposal Records	Vital Statistics Act, R.S.O. 1990, c. V.4, s. 22; as am. S.O. 1994, c. 27, s. 102(17)	Event = Shall keep	22.(1) Subject to subsection 21.(6) and the regulations, no person shall bury, cremate or otherwise dispose of the body of any person who dies in Ontario or remove the body from the registration division within which the death occurred or the body is found, and no person shall take part in or conduct any funeral or religious service for the purpose of burial, cremation or other disposition of the body of a deceased person, unless the documentation required by the regulations has been obtained. (2) Funeral directors and cemetery owners shall keep such documentation related to the burial, cremation or other disposal of a body as may be prescribed and they shall retain it for such time as may be prescribed.
		OBS-Vt.St.-7 — Cemetery Owners — Still-Birth Burial Permits	General Regulation, under the Vital Statistics Act, R.R.O. 1990, Reg. 1094, s. 22.(4); as en. O. Reg. 68/09, s. 12	Event + 2 years (Event = Burial)	22.(4) Cemetery owners shall retain the burial permit associated with a still-birth for a period of at least two years after the burial.
		OBS-Vt.St.-9 — Cemetery Owners — Burial Permits	General Regulation, under the Vital Statistics Act, R.R.O. 1990, Reg. 1094, s. 39.(4); as am. O. Reg. 68/09, s. 22	Event + 2 years (Event = Burial)	39.(4) For the purpose of subsection 22.(2) of the Act, cemetery owners shall retain, for a period of at least two years after the burial, all burial permits that they receive under subsection 22.(1) of the Act.

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g102 Workplace Safety and Insurance Act, 1997 – Wages 2 years	357	OHR-WSI-8 — Offence Prosecutions — Limitation Period	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 157.1.(1); as am. S. O. 2001, c. 9, Schedule I, s. 4.(5).	Event + 2 years (Event = most recent act or omission upon which prosecution is based comes to knowledge of Board)	157.1(1) A prosecution for an offence under this Act shall not be commenced more than two years after the day on which the most recent act or omission upon which the prosecution is based comes to the knowledge of the Board.
g102	358	OHR-WSI-1 — Schedule 1 Employers — Wages Record	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 80; as am. S. O. 2001, Schedule I, s. 4.(2).	Not specified “shall keep”	80.(1) A Schedule 1 employer shall keep accurate records of all wages paid to the employer’s workers and shall keep the records in Ontario. (2) The employer shall produce the records referred to in subsection (1) when the Board or any of its officers requires the employer to do so.
g103 Workplace Safety and Insurance Act, 1997 – firefighter employment terms		OHR-WSI-18 — Firefighters Occupational Disease Claims — Primary–Site Colorectal Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(1); as am. O. Reg. 423/09, s. 3.(1)	Event + 10 years (Event = diagnosed before age of 61 and served as a volunteer firefighter for at least 10 years before diagnosis)	5.(1) The presumption in subsection 15.1.(4) of the Act does not apply in respect of primary–site colorectal cancer unless the worker, (a) was diagnosed with the disease before he or she attained the age of 61 years; and (b) was employed as a full–time firefighter, part–time firefighter or fire investigator or served as a volunteer firefighter for a total of at least 10 years before being diagnosed.

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		OHR-WSI-19 — Firefighters Occupational Disease Claims — Primary-Site Brain, Breast or Primary-Site Testicular Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5(2)	Event + 10 years (Event = Employed before being diagnosed)	5.(2) The presumption in subsection 15.1 (4) of the Act does not apply in respect of primary-site brain cancer, primary-site breast cancer, primary-site testicular cancer, primary-site ovarian cancer, primary-site cervical cancer, primary-site thyroid cancer or primary-site pancreatic cancer unless the worker was employed as a full-time firefighter, part-time firefighter or fire investigator or served as a volunteer firefighter for a total of at least 10 years before being diagnosed. O. Reg. 253/07, s. 5 (2); O. Reg. 423/09, s. 3 (2); O. Reg. 113/14, s. 2 (1); O. Reg. 311/18, s. 2 (1); O. Reg. 177/23, s. 2.

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		OHR-WSI-20 — Firefighters Occupational Disease Claims — Primary-Site Bladder Cancer, Primary Acute Myeloid Leukemia, Primary Acute Lymphocytic Leukemia, Primary Acute Lymphocytic Leukemia, Primary-Site Ureter Cancer or Multiple Myeloma — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5(3); as am. O. Reg. 423/09	Event + 15 years (Event = Employed before being diagnosed)	5.(3) The presumption in subsection 15.1 (4) of the Act does not apply in respect of primary-site bladder cancer, primary acute myeloid leukemia, primary chronic lymphocytic leukemia, primary acute lymphocytic leukemia, primary-site ureter cancer, multiple myeloma, primary-site prostate cancer or primary-site penile cancer unless the worker was employed as a full-time firefighter, part-time firefighter or fire investigator or served as a volunteer firefighter for a total of at least 15 years before being diagnosed. O. Reg. 253/07, s. 5 (3); O. Reg. 423/09, s. 3 (3); O. Reg. 113/14, s. 2 (2-4); O. Reg. 311/18, s. 2 (2); O. Reg. 484/24, s. 4 (1).

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		OHR-WSI-21 — Firefighters Occupational Disease Claims — Primary Non-Hodgkin's Lymphoma and Primary-Site Kidney Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(4); as am. O. Reg. 423/09, s. 3.(4)	Event + 20 years (Event = Employed before being diagnosed)	5.(4) The presumption in subsection 15.1 (4) of the Act does not apply in respect of primary-site kidney cancer or primary non-Hodgkin's lymphoma unless the worker was employed as a full-time firefighter, part-time firefighter or fire investigator or served as a volunteer firefighter for a total of at least 20 years before being diagnosed.
g104 Workplace Safety and Insurance Act, 1997 – Accidents	355	OHR-WSI-10 — Accident and First Aid Records	First Aid Requirements Regulation, under the Workplace Safety and Insurance Act, 1997, R.R.O. 1990, R. 1101, s. 5.	Not specified "shall keep"	5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
		OHR-WSI-2 — Accident Claims — Limitation Period	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, s. 22(1), (3)	Event + 6 months (Event = Accident or when worker learns he/she suffers from disease)	22.(1) A worker shall file a claim as soon as possible after the accident that gives rise to the claim, but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease (3) The Board may permit a claim to be filed after the six-month period expires if, in the opinion of the Board, it is just to do so.

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g105 Child Care and Early Years Act, 2014		OSS-CCEY-1 — Offence Prosecutions — Limitation Period	Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1, s. 78(3)	Event + 2 years (Event = Facts proceeding is based on first came to knowledge of director or inspector)	78.(3) No proceeding under this section shall be commenced more than two years after the facts upon which the proceeding is based first came to the knowledge of the director or inspector.
g106 Connecting Care Act, 2019 ONTARIO REGULATION 187/22HOME AND COMMUNITY CARE SERVICES		OSS-HCCS-7 — Abuse Prevention Plans	Connecting Care Act, 2019 ONTARIO REGULATION 187/22HOME AND COMMUNITY CARE SERVICES ss. 28. (1) to (3)	Not specified “shall ensure”	<p>28. (1) A health service provider or an Ontario Health Team shall develop and implement a plan for preventing, recognizing and addressing physical, sexual, mental, emotional, verbal and financial abuse of patients who receive home and community care services provided by the provider or Team. O. Reg. 187/22, s. 28 (1).</p> <p>(2) A health service provider or an Ontario Health Team shall ensure that their provider of home and community care services develops and implements a plan for preventing, recognizing and addressing physical, sexual, mental, emotional, verbal and financial abuse of patients who receive home and community care services provided by their provider. O. Reg. 187/22, s. 35 (8).</p> <p>(3) The plans required under subsections (1) and (2) shall provide, at a minimum, for the education and training of employees and volunteers in methods of preventing, recognizing and addressing physical, sexual, mental, emotional, verbal and financial abuse. O. Reg. 187/22, s. 35 (8).</p>

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		OSS-HCCS-8 — Service Providers — Prescribed Reports, Documents and Information	ONTARIO REGULATION 187/22 HOME AND COMMUNITY CARE SERVICES Connecting Care Act, 2019, S.O. 2019, c.5, Sched. 1, ss. 19. (4)	Not specified. Shall provide	19.(4) The Agency shall provide to the Minister, within the time and in the form that the Minister specifies, the plans, reports, financial statements, including audited financial statements, and information, other than personal health information, that the Minister requires for the purposes of administering this Act.
		OSS-HCCS-11 — Offence Prosecutions — Limitation Period	Provincial Offence Act, R.S.O. 1990, c. P.33, ss. 76. (1), (2)	Event = No limitation	76.(1) A proceeding shall not be commenced after the expiration of any limitation period prescribed by or under any Act for the offence or, where no limitation period is prescribed, after six months after the date on which the offence was, or is alleged to have been, committed. (2) A limitation period may be extended by a justice with the consent of the defendant.
g107 Safe Drinking Water Act – Training Records 5 years		OENV-SDW-18 — Owner/Operating Authority of Subsystem — Operator Training Records	Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 128/04, ss. 29.(5) par 1, (7)	5 years	29.(5) The on–the–job practical training that is used to meet the training requirements must meet criteria that includes the following: 1. The training must have documented learning objectives. (7) The owner or operating authority shall ensure that records are maintained for at least five years of all on–the–job practical training completed by the operators employed in the subsystem, including the names of the operators who attend training, the dates of the training, the method used for training, the instructor, the duration of each training session and the subjects covered.
		OENV-SDW-19 — Owners /Operating Authorities of Subsystem — Water Quality Analysts Training Records	Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 128/04, s. 31.(7)	5 years	31.(7) The owner or operating authority shall ensure that records are maintained for at least five years of the on–the–job practical training completed by the water quality analysts employed in the subsystem, including the names of the water quality analysts who attend training, the dates of the training, the method used for training, the instructor, the duration of each training session and the subjects covered.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g108 Safe Drinking Water Act – Drinking Water System Testing & Evaluation 15 years	474	OENV-SDW-27 — Drinking– Water System Owners — Sodium, fluoridation and Trace Chemicals (Schedule 23/24) Test Records, Raw Water Supply Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 13.(3) par. 1, 3, (5),(6); as am. O. R. 399/07, s. 4.(3).	15 years	<p>13.(3) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least 15 years:</p> <p>1. Every record or report related to a test required under any of the following provisions:</p> <p>i. Subsections 13–2.(3) and 13–4.(3) and sections 13–8 and 13–9 of Schedule 13.</p> <p>ii. Sections 15–2, 15–5 and 15–6 of Schedule 15.</p> <p>.....</p> <p>3. Every report referred to in paragraph 7 of subsection 2.(2) or clause 2.(3)(a) that is related to the system’s raw water supply.</p> <p>.....</p> <p>(5) If the Director or a provincial officer makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of a drinking water system shall ensure that the document or other record is given to the Director or provincial officer within such period as the Director or provincial officer may specify.</p> <p>(6) If a licensed engineering practitioner or professional hydrogeologist is preparing an opinion, report or assessment referred to in this Regulation in respect of a drinking water system and makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of the system shall ensure that the document or other record is given to the licensed engineering practitioner or professional hydrogeologist within such period as the licensed engineering practitioner or professional hydrogeologist may specify.</p>

486	<p>OENV-SDW-39 —</p> <p>Owner/Operating Authority of Drinking-Water System — :</p> <p>Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential —</p> <p>Engineering Evaluation Reports and OWRA Approvals</p>	<p>Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 4,(3) to (5), ss. 13.(3) pars. 2, 4, (4) to (6);Schedule 21: Engineering Evaluation Reports, Municipal: Large Non-Residential; Small Non-Residential; Non-Municipal: Year-Round Residential; Seasonal Residential; Large Non-Residential; Small Non-Residential, ss. 21-2.(1), 21-2.(3), 21-6.</p>	<p>15 years; 2 years readily accessible during normal business hours at facility, at no charge</p>	<p>12.(1) The owner of a drinking water system shall ensure that the following information is available for inspection in accordance with subsection (4): . . .</p> <p>4. A copy of every report prepared under Schedule 21 or 22.</p> <p>.</p> <p>(3) Paragraphs 1 to 4 of subsection (1) do not apply to a record, report or test result that is more than two years old.</p> <p>(4) The information must be available for inspection by any member of the public during normal business hours without charge,</p> <p>(a) at the office of the owner or, if the office of the owner is not reasonably convenient to users of water from the system, at a location that is reasonably convenient to those users; and</p> <p>(b) if the owner is not a municipality but the system serves a municipality, at the office of the municipality.</p> <p>(5) If the owner of a drinking water system provides the operator of a designated facility with a copy of the information referred to in subsection (1), the operator of the facility shall ensure that the information is available at the facility, between 9 a.m. and 5 p.m. or during normal business hours, for inspection without charge by any person allowed to enter the facility.</p> <p>.</p> <p>13.(3) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least 15 years: . . .</p> <p>2. Every report prepared under Schedule 21</p> <p>4. If the owner gave the Director a written statement by a licensed engineering practitioner under subsection 21-2.(3) of Schedule 21, a copy of the OWRA approval referred to in that subsection.</p> <p>(4) The owner of a drinking water system shall ensure that reports prepared under Schedule 21 are kept at a location where they can conveniently be viewed by a provincial officer who is inspecting the system's water treatment equipment.</p> <p>(5) If the Director or a provincial officer makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of a drinking water system shall ensure that the document or other record is given to the Director or provincial officer within such period as the Director or provincial officer may specify.</p>
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					<p>(6) If a <u>professional engineer</u> ^licensed engineering practitioner or professional hydrogeologist is preparing an opinion, report or assessment referred to in this Regulation in respect of a drinking water system and makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of the system shall ensure that the document or other record is given to the <u>professional engineer</u> ^licensed engineering practitioner or professional hydrogeologist within such period as the <u>professional engineer</u> ^licensed engineering practitioner or professional hydrogeologist may specify.</p> <p>.....</p> <p>Schedule 21: Engineering Evaluation Reports, Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential</p> <p>.....</p> <p>21-2.(1) The owner of a drinking water system that commenced operation before this Regulation came into force shall ensure that a licensed engineering practitioner who has experience in sanitary engineering related to drinking water systems prepares a report that complies with section 21-5 not later than 30 days after paragraph 2 of subsection 2-2.(1) begins to apply to the system.</p> <p>.....</p> <p>21-2.(3) If an OWRA approval was granted after August 1, 2000 in respect of the system and the owner of the system gives the Director a written statement by a licensed engineering practitioner who has experience in sanitary engineering related to drinking water systems stating that,</p> <p>(a) the licensed engineering practitioner or a person under his or her supervision has visited the system; and</p> <p>(b) in the licensed engineering practitioner's opinion,</p> <p>(i) all equipment required in order to ensure compliance with Schedule 2 is being provided, and</p> <p>(ii) all equipment required in order to ensure compliance with Schedules 6, 8 and 9 is being provided, the owner of the system shall be deemed to have complied with subsection (1) and with the owner's first obligation to give a notice to the Director under section 21-7, and, for the purpose of this Schedule, the report required by subsection (1) shall be deemed to have been required to be prepared not later than the date the OWRA approval was granted.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>.....</p> <p>21–6. The licensed engineering practitioner who prepares a report under section 21-2 or 21-3 shall immediately deliver the report to the owner of the system.</p>
	490	OENV-SDW-43 — Drinking– Water System Owner: Large Municipal Residential — Sodium Test Results	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, s. 17–13.	15 years	<p>13.(3) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least 15 years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>iii. Section 17–13 of Schedule 17.</p> <p>.....</p> <p>Schedule 17: Corrective Action Large Municipal Residential</p> <p>.....</p> <p>17–13. If a report is required to be made under section 18 of the Act in respect of sodium, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If a concentration of sodium that exceeds 20 milligrams per litre is detected under paragraph 1, take such steps as are directed by the medical officer of health.</p>

g108	492	<p>OENV-SDW-45 — Owner of Drinking–Water System: Municipal Residential, Non–Municipal Residential and Seasonal Residential — Corrective Action Reports</p>	<p>Drinking water Systems Regulations, under the Safe Drinking water Act, 2002, O. Reg. 170/03, s. 13(3) par. 1, ss. iv; Schedule 18: Corrective Action (Municipal: Small Residential; Large Non-Residential; Small Non-Residential</p> <p>Non-Municipal: Year-Round Residential; Seasonal Residential; Large Non-Residential; Small Non-Residential)</p> <p>ss. 18–10 to 18.–13; as am. O. Reg. 418/09, s. 25(2); as am. O. Reg. 374/15, s. 9(3)</p>	15 years	<p>13.(3) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least 15 years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>iv. Sections 18–10 to 18–13 of Schedule 18.</p> <p>.</p> <p>Schedule 18: Corrective Action Municipal: Small Residential Large Non-Residential Small Non-Residential</p> <p>Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential</p> <p>.</p> <p>18–10(1). If a report is required to be made under section 18 of the Act in respect of a chemical or radiological parameter set out in Schedule 2 or 3 to the Ontario Drinking water Quality Standards, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Subject to subsection (2), resample and test as soon as reasonably possible.</p> <p>2. If a concentration that exceeds the standard prescribed for the parameter by Schedule 2 or 3 to the Ontario Drinking Water Quality Standards is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p> <p>(2) Paragraph 1 of subsection (1) does not apply to a report that is required to be made in respect of trihalomethanes or haloacetic acids.</p> <p>18–11. If a report is required to be made under section 18 of the Act in respect of a pesticide not listed in Schedule 2 to the Ontario Drinking <u>water</u> Quality Standards, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p>
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					<p>2. If the pesticide is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p> <p>18–12. If an approval, municipal drinking water licence or order identifies a parameter as a health–related parameter and a report is required to be made under section 18 of the Act in respect of the parameter, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If a concentration that exceeds the maximum concentration established for the parameter by the approval or order is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p> <p>18–13. If a report is required to be made under section 18 of the Act in respect of sodium, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If a concentration of sodium that exceeds 20 milligrams per litre is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p>

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g109 Safe Drinking Water Act – Day Nursery Operators 6 years		OED-SDW-1 — School, Private School, Day Nursery Operators — Post 1990 Plumbing Weekly Flushing and Verification Records	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 3(4), (5); as am. O. Reg. 417/09, s. 2(4); as am. O. Reg. 459/16, s. 4(4), (5); s. 9(1) par. 1; as am. O. Reg. 417/09, s. 10(1); as am. O. Reg. 459/16, s. 12(1)	6 years	<p>3.(4) The operator of a school, private school or child care centre shall ensure that a record is made of the date, time and location of every flushing required by subsection (2) and the name of the person who performed the flushing.</p> <p>(5) Subsection (4) does not apply in respect of a part of plumbing that is flushed by an automatic device if,</p> <p>(a) the operator of the school, private school or child care centre ensures that the operability of the device is verified,</p> <p>(i) at a minimum, at the frequency set out in the instructions provided by the manufacturer of the device, or</p> <p>(ii) if no instructions mentioned in subclause (i) are available, at least once in each month; and</p> <p>(b) the operator of the school, private school or child care centre ensures that a record is made of the date of each verification mentioned in clause (a) and the name of the person who made the verification.</p> <p>.....</p> <p>9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record made under section 3, 4, 4.1, 5 or 5.1</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OED-SDW-2 — School, Private School, Day Nursery Operators — Pre 1990 Plumbing Daily Flushing and Verification Records	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 4.(4)(5), as am. O. Reg. 417/09, s. 3(4); as am. O. Reg. 459/16, s. 5(4), (5); s. 9(1) par. 1; as am. O. Reg. 416/09, s. 10(1); as am. O. Reg. 459/16, s. 12(1)	6 years	<p>4.(4) The operator of a school, private school or child care centre shall ensure that a record is made of the date, time and location of every flushing required by subsection (2) and the name of the person who performed the flushing.</p> <p>(5) Subsection (4) does not apply in respect of a part of plumbing that is flushed by an automatic device if,</p> <p>(a) the operator of the school, private school or child care centre ensures that the operability of the device is verified,</p> <p>(i) at a minimum, at the frequency set out in the instructions provided by the manufacturer of the device, or</p> <p>(ii) if no instructions mentioned in subclause (i) are available, at least once in each month; and</p> <p>(b) the operator of the school, private school or child care centre ensures that a record is made of the date of each verification mentioned in clause (a) and the name of the person who made the verification.</p> <p>.....</p> <p>9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record made under section 3, 4, 4.1, 5 or 5.1</p>
		OED-SDW-3 — School, Private School, Day Nursery Operators — Cold Water Sample and Lead Testing Records	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 5.(2) par. 12 as am. O. Reg. 459/16, s. 7(1), (14); s. 9(1) par. 1; as am. O. Reg. 417/09, s. 10(1); as am. O. Reg. 459/16, s. 12(1)	6 years	<p>5.(2) The operator of a school, private school or child care centre shall ensure that samples of water are taken in accordance with the following rules: . . .</p> <p>12. A record must be made of the date and time each sample was taken, an estimate of the length of the period referred to in subparagraph 7.i or ii, the location in the school, private school or child care centre where the sample was taken and the name of the person who took the sample.</p> <p>.....</p> <p>9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record made under section 3, 4, 4.1, 5 or 5.1</p>

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		OED-SDW-4 — School, Private School, Day Nursery Operators — Safe Drinking Water Records/Test Results	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8.1(1) par. 1, (3) ; as am. O. Reg. 417/09, s. 9.(1); as am. O. Reg. 459/16, s. 11(1)	2 years; at school during normal business hours	8.(1) The operator of a school, private school or child care centre shall ensure that the following information is available for inspection by any member of the public during normal business hours without charge at the school, private school or child care centre: 1. A copy of every record made under section 3, 4, 4.1, 5 or 5.1; (3) Paragraphs 1, 2 and 3 of subsection (1) do not apply to a record or test result that is more than two years old.
		OED-SDW-5 — School, Private School, Day Nursery Operators — Cold Water Sample Test Results/Orders	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8.(1) par. 2, (3), 9.(1) par. 2; as am. O. Reg. 417/09, ss. 9.(2); as am. O. Reg. 459/16, s. 11(1); s. 9(1) par. 2; as am. O. Reg. 417/09, s. 10(2) ; as am. O. Reg. 459/16, s. 12(1)	6 years; but shall keep readily available at school for 2 years	8.(1) The operator of a school, private school or child care centre shall ensure that the following information is available for inspection by any member of the public during normal business hours without charge at the school, private school or child care centre: . . . 2. A copy of every test result obtained in respect of a test required under section 5, 5.1 or an order. (3) Paragraphs 1, 2 and 3 of subsection (1) do not apply to a record or test result that is more than two years old. 9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years: ... 2. Every test result obtained in respect of a test required under section 5, 5.1 or an order.

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		OED-SDW-6 — School, Private School, Day Nursery Operators — Test Result Reports/Orders	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8.(1) par. 3, (3); as am. O. Reg. 459/16, s. 11(1); s. 9(1) par. 3; as am. O. Reg. 459/16, s. 12(1)	6 years; 2 years readily available at school	<p>8.(1) The operator of a school, private school or child care centre shall ensure that the following information is available for inspection by any member of the public during normal business hours without charge at the school, private school or child care centre: . . .</p> <p>3. A copy of every test result in respect of which a report was required under section 6.</p> <p>.....</p> <p>(3) Paragraphs 1, 2 and 3 of subsection (1) do not apply to a record or test result that is more than two years old.</p> <p>.....</p> <p>9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years: . . .</p> <p>3. Every test result in respect of which a report was required under section 6.</p>
		OED-SDW-8 — School, Private School, Day Nursery Operators — Records Retention	Schools, Private Schools and Child Care Centres Regulations, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 9.(1), (2); as am. O. Reg. 459/16, s. 12(1), (2)	6 years	<p>9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record made under section 3, 4, 4.1, 5 or 5.1.</p> <p>1.1 The instructions provided by the manufacturer of a filter or other device referred to in paragraph 6.2 of subsection 5 (2).</p> <p>2. Every test result obtained in respect of a test required under section 5, 5.1 or an order.</p> <p>3. Every test result in respect of which a report was required under section 6.</p> <p>4. A copy of every director's direction given under section 4.1, subsection 5 (2.2) and section 5.1.</p> <p>5. A copy of every report provided or received under subparagraphs 5.3 iii and iv of subsection 5 (2). O. Reg. 243/07, s. 9 (1); O. Reg. 417/09, s. 10; O. Reg. 459/16, s. 12 (1-3).</p> <p>(2) If the Director or a provincial officer makes a request for a document or other record referred to in subsection (1), the operator of the school, private school or child care centre shall ensure that the document or other record is given to the Director or a provincial officer within such period as the Director or provincial officer may specify.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OED-SDW-9 — School, Private School, Day Nursery Operators — Director's Directions	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8.(1) par. 3.1, (4) 9.(1) par. 4; as am. O. Reg. 417/09, ss. 9 ; as am. 459/16, s. 11(1); s. 9(1) par. 4; as am. O. Reg. 417/09, s. 10; as am. 459/16, s. 12(1)	6 years; 2 years readily available at school	8.(1) The operator of a school, private school or child care centre shall ensure that the following information is available for inspection by any member of the public during normal business hours without charge at the school, private school or child care centre: . . . 3.1. A copy of every director's direction given under section 4.1, subsection 5.(2.2) and section 5.1. (4) Paragraph 3.1 of subsection (1) does not apply to a director's direction that is more than two years old. 9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years: . . . 4. A copy of every director's direction given under section 4.1, subsection 5.(2.2) and section 5.1.
		OED-SDW-10 — School, Private School, Day Nursery Operators — Combined Reports	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 9.(1) par. 5, (2); as am. O. Reg. 417/09, s. 10; as am. O. Reg. 459/16, s. 12(1), (3)	6 years; 2 years readily available at school	9.(1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years: . . . 5. A copy of every report provided or received under subparagraphs 5.3.iii, iv and v of subsection 5.(2). (2) If the Director or a provincial officer makes a request for a document or other record referred to in subsection (1), the operator of the school, private school or child care centre shall ensure that the document or other record is given to the Director or a provincial officer within such period as the Director or provincial officer may specify.

<p>g110</p> <p>Safe Drinking Water Act – Assessments & Reporting</p>		<p>OENV-SDW-16 — Owners / Operating Authorities of Subsystem — Logs / Records–Keeping Mechanisms</p>	<p>Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking Water Act, 2002, O. Reg. 128/04, s. 27; ss. 1. (1)</p>	<p>Event + 5 years (Event = Date of last entry)</p>	<p>27.(1) The owner or operating authority of a subsystem shall ensure that logs or other record–keeping mechanisms are provided to record information concerning the operation of the subsystem.</p> <p>(2) Entries in the logs or other record–keeping mechanisms shall be made chronologically.</p> <p>(3) No person shall make an entry in a log or other record–keeping mechanism unless the person is an overall responsible operator, an operator–in–charge or is authorized to make an entry by the owner, the operating authority, the overall responsible operator or an operator–in–charge.</p> <p>(4) A person who makes an entry in a log or other record–keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry.</p> <p>(5) An operator–in–charge or a person authorized by an operator–in–charge shall record the following information in the logs or other record–keeping mechanisms in respect of each operating shift:</p> <ol style="list-style-type: none"> 1. The date, the time of day the shift began and ended and the number or designation of the shift. 2. The names of all operators on duty during the shift. 3. Any departures from normal operating procedures that occurred during the shift and the time they occurred. 4. Any special instructions that were given during the shift to depart from normal operating procedures and the person who gave the instructions. 5. Any unusual or abnormal conditions that were observed in the subsystem during the shift, any action that was taken and any conclusions drawn from the observations. 6. Any equipment that was taken out of service or ceased to operate during the shift and any action taken to maintain or repair equipment during the shift. <p>(6) The owner or operating authority shall ensure that logs and other record–keeping mechanisms are accessible at the subsystem,</p> <ol style="list-style-type: none"> (a) for at least five years after the last entry in it was made, in the case of a log or record–keeping mechanism that is kept in a book or document form or kept on a similarly fixed basis; or (b) for at least five years after each entry in it was made, in the case of a log or record–keeping mechanism that is kept on a loose–leaf or electronic basis or kept on a similarly continuous basis.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(7) The owner or operating authority shall submit to the Director copies or summaries of the records kept under this section when requested to do so by the Director.</p> <p>1.(1) In this Regulation, . . . “subsystem” means a distribution subsystem, distribution and supply subsystem, water treatment subsystem, limited groundwater subsystem or limited surface water subsystem;</p>

	470	OENV-SDW-23 — Owners of Drinking–Water Systems — Annual Reports	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 3,(3); as am. O. R. 253/05, s. 9.(1).; as am. O. R. 247/06, s. 11; ss. 13.(2) par. 1, 3; ss. 11.(1) to (2.1),(6) to (11); as am. O. R. 269/03, s. 6; as am. O. R. 253/05, s. 8.(1); as am. O. R. 247/06, s. 10; as am. O. R.418/09, s. 8.	6 years; 2 years readily available	<p>12.(1) The owner of a drinking water system shall ensure that the following information is available for inspection in accordance with subsection (4): . . .</p> <p>3. A copy of every annual report prepared under section 11.</p> <p>.....</p> <p>(3) Paragraphs 1 to 4 of subsection (1) do not apply to a record, report or test result that is more than two years old.</p> <p>.....</p> <p>13.(2) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>3. Every annual report prepared under section 11.</p> <p>.....</p> <p>11.(1) The owner of a drinking water system shall ensure that an annual report is prepared in accordance with this section.</p> <p>(2) The owner of a drinking water system, other than a large municipal residential system or a small municipal residential system, shall ensure that, when the annual report is prepared, a copy of the report is given to,</p> <p>(a) each designated facility served by the system; and</p> <p>(b) the interested authority for each designated facility served by the system.</p> <p>(2.1) If a drinking water system is connected to and receives all of its drinking water from another drinking water system, the owner of the system from which the water is obtained shall ensure that, when the annual report for the system is prepared, a copy of the report is given to the owner of the system that obtains the water.</p> <p>.....</p> <p>(6) The annual report must,</p> <p>(a) contain a brief description of the drinking water system, including a list of water treatment chemicals used by the system during the period covered by the report;</p> <p>(b) summarize any reports made to the Ministry under subsection 18.(1) of the Act or section 16–4 of Schedule 16 during the period covered by the report;</p> <p>(c) summarize the results of tests required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order, during the period covered by the report and, if tests required under</p>
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				<p>this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;</p> <p>(d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;</p> <p>(e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment;</p> <p>(f) in the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4); and</p> <p>(g) in the case of a large municipal residential system, small municipal residential system or non-municipal year-round residential system, specify the number of points sampled during the periods described in subsection 15.1-4 (2) or subsection 15.1-5 (5) of Schedule 15.1 to the Regulation, the number of samples taken, and the number of points where a sample exceeded the prescribed standard for lead during those periods.</p> <p>(6.1) Clause (6) (g) does not apply unless a sample is taken from plumbing under subsection 15.1-4 (1) or (3) or subsection 15.1-5 (3), (4) or (8) of Schedule 15.1 to the Regulation. O. Reg. 458/16, s. 6 (2).</p> <p>(7) The owner of a drinking water system shall ensure that a copy of an annual report for the system is given, without charge, to every person who requests a copy.</p> <p>(8) If a drinking water system is connected to and receives all of its drinking water from another drinking water system, the owner of the system that obtains the water shall ensure that a copy of an annual report for the system from which the water is obtained is given, without charge, to every person who requests a copy.</p> <p>(9) Subsections (7) and (8) do not apply to an annual report that is more than two years old.</p> <p>(9.1) Every time that an annual report is prepared for a drinking water system, the owner of the system shall ensure that effective steps are taken to advise users of water from the system that copies of the report are available, without charge, and of how a copy may be obtained.</p> <p>(10) If a large municipal residential system serves more than 10, 000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>^ (11) The obligation to ensure that a report be given to the interested authority for a designated facility under subsection (2) does not apply to the following designated facilities:</p> <ol style="list-style-type: none">1. A private school.2. A children’s camp.3. A residence for seniors or retired persons, or any other similar residence, where attainment of a mature age is a factor in being accepted for occupancy. O. Reg. 170/03, s. 11 (11).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	471	OENV-SDW-24 — Owners of Drinking–Water Systems — Test Results, Approvals, Annual Report, Schedule 21/22 Reports	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 12.(1) pars. 1 to 4, <u>(4),(5)</u> ; (3) to (5); as am. O. R. 253/05, s. 9; as am. O. R. 247/06, s. 11; as am. O. R. 418/09, s. 9.	Not specified but at least 2 years readily available	<p>12.(1) The owner of a drinking water system shall ensure that the following information is available for inspection in accordance with subsection (4):</p> <p>1. A copy of every test result obtained in respect of a test required under this Regulation, or where continuous monitoring equipment is used under section 6–5 of Schedule 6, the daily minimum, maximum, and mean results obtained in respect of a test required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order.</p> <p>2. A copy of every approval, drinking water works permit, municipal drinking water licence and order, including OWRA orders, that applies to the system and is still in effect, if the approval, permit, licence or order was issued after January 1, 2001.</p> <p>3. A copy of every annual report prepared under section 11.</p> <p>4. A copy of every report prepared under Schedule 21 or 22.</p> <p>.....</p> <p>(3) Paragraphs 1 to 4 of subsection (1) do not apply to a record, report or test result that is more than two years old.</p> <p>(4) The information must be available for inspection by any member of the public during normal business hours without charge,</p> <p>(a) at the office of the owner or, if the office of the owner is not reasonably convenient to users of water from the system, at a location that is reasonably convenient to those users; and</p> <p>(b) if the owner is not a municipality but the system serves a municipality, at the office of the municipality.</p> <p>(5) If the owner of a drinking water system provides the operator of a designated facility with a copy of the information referred to in subsection (1), the operator of the facility shall ensure that the information is available at the facility, between 9 a.m. and 5 p.m. or during normal business hours, for inspection without charge by any person allowed to enter the facility.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	473	OENV-SDW-26 — Drinking– Water System Owners — Chemical and Lead Test Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 13.(2) par. 1,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 399/07, ss. 4.(1),(2); as am. O. R. 418/09, s. 10.(3); as am. O. Reg. 458/16, s. 7	6 years	<p>13.(2) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record or report related to a test required under any of the following provisions:</p> <p>i. Subsection 13–2.(2), subsection 13–4.(2) and sections 13–5, 13-6.1 and 13–7 of Schedule 13.</p> <p>ii. Section 15–4 of Schedule 15.</p> <p>ii.1. Any provision in Schedule 15.1.</p> <p>ii.2 Section 15.2–2 of Schedule 15.2.</p> <p>iii. Sections 17-10 to 17-12 of Schedule 17.</p> <p>.....</p> <p>(5) If the Director or a provincial officer makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of a drinking water system shall ensure that the document or other record is given to the Director or provincial officer within such period as the Director or provincial officer may specify.</p> <p>(6) If a licensed engineering practitioner or professional hydrogeologist is preparing an opinion, report or assessment referred to in this Regulation in respect of a drinking water system and makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of the system shall ensure that the document or other record is given to the licensed engineering practitioner or professional hydrogeologist within such period as the licensed engineering practitioner or professional hydrogeologist may specify.</p>
	475	OENV-SDW-28 — Documents — Electronic Format	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 14.(2).	Not specified	<p>14.(2) The Director may require that a document or other record that is given to the Director under this Regulation be given in an electronic format specified by the Director.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	476	OENV-SDW-29 — System Owner — Disinfection Equipment Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, Schedule 1: Treatment Equipment Municipal: Large Residential Small Residential, s. 1.6.(3).	Not specified “shall ensure records”	1–6.(3) If primary disinfection equipment that does not use chlorination or chlorination is provided by a large municipal residential system, the owner of the system and the operating authority for the system shall ensure that the disinfection equipment has a recording device that continuously records the performance of the disinfection equipment
	477	OENV-SDW-30 — Drinking–Water System Owners — Water Treatment Equipment Operating Instructions	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, Schedule 2: Treatment Equipment Municipal: Large Non-Residential; Small Non-Residential; Non-Municipal: Year-Round Residential; Seasonal Residential; Large Non-Residential; Small Non-Residential, s.2-2.(2) par. 6	Event = Ensure instructions kept near equipment	<u>2–2.(1)</u> The owner of a drinking water system shall ensure the following: . . . 2-2. (2) The owner of a drinking water system and the operating authority for the system shall ensure the following: . . . 6. Written operating instructions for the water treatment equipment are kept near the equipment.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	479	OENV-SDW-32 — Section 12, Section 13 Approval Conditions — Written Assessments	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, O. R. 418/09, ss. 12.(1), par. 1, 2; ss. 13.(6);	Not specified “shall ensure information is available”	<p>12. (1) The owner of a drinking water system shall ensure that the following information is available for inspection in accordance with subsection (4):</p> <p>1. A copy of every test result obtained in respect of a test required under this Regulation, or where continuous monitoring equipment is used under section 6-5 of Schedule 6, the daily minimum, maximum, and mean results obtained in respect of a test required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order.</p> <p>2. A copy of every approval, drinking water works permit, municipal drinking water licence and order, including OWRA orders, that applies to the system and is still in effect, if the approval, permit, licence or order was issued after January 1, 2001.</p> <p>....</p> <p>13. (6) If a licensed engineering practitioner or professional hydrogeologist is preparing an opinion, report or assessment referred to in this Regulation in respect of a drinking water system and makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of the system shall ensure that the document or other record is given to the licensed engineering practitioner or professional hydrogeologist within such period as the licensed engineering practitioner or professional hydrogeologist may specify.</p>

487	OENV-SDW-40 — Owners of Drinking–Water Systems — Municipal: Large Residential, Small Residential, Summary Reports	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 12.(1) par. 4,(3) to (5), 13.(2) par. 4;Schedule 22: Summary Reports For Municipalities, Municipal: Large Residential Small Residential, ss. 22–2.(1),(4).	6 years; 2 years readily accessible during business hours at facility	<p>12.(1) The owner of a drinking water system shall ensure that the following information is available for inspection in accordance with subsection (4): . . .</p> <p>4. A copy of every report prepared under Schedule 21 or 22.</p> <p>.....</p> <p>(3) Paragraphs 1 to 4 of subsection (1) do not apply to a record, report or test result that is more than two years old.</p> <p>(4) The information must be available for inspection by any member of the public during normal business hours without charge,</p> <p>(a) at the office of the owner or, if the office of the owner is not reasonably convenient to users of water from the system, at a location that is reasonably convenient to those users; and</p> <p>(b) if the owner is not a municipality but the system serves a municipality, at the office of the municipality.</p> <p>(5) If the owner of a drinking water system provides the operator of a designated facility with a copy of the information referred to in subsection (1), the operator of the facility shall ensure that the information is available at the facility, between 9 a.m. and 5 p.m. or during normal business hours, for inspection without charge by any person allowed to enter the facility.</p> <p>.....</p> <p>13.(2) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least six years: . . .</p> <p>4. Every report prepared under Schedule 22.</p> <p>.....</p> <p>Schedule 22: Summary Reports For Municipalities, Municipal: Large Residential Small Residential</p> <p>.....</p> <p>22–2.(1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,</p> <p>(a) in the case of a drinking water system owned by a municipality, the members of the municipal council;</p> <p>(b) in the case of a drinking water system owned by a municipal service board established under section 195 of the Municipal Act, 2001, the members of the municipal service board; or</p> <p>(c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.</p> <p>.....</p>
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					(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

	489	OENV-SDW-42 — Drinking– Water System Owner: Large Municipal Residential — Radiological, Pesticide and other Health Related Parameter Testing Results	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(2) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, ss. 17–10 to 17– 12; as am. O. R. 418/09, s. 24.	6 years	<p>13.(2) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least six years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>iii. Sections 17–10 to 17–12 of Schedule 17.</p> <p>.</p> <p>Schedule 17 Corrective Action Large Municipal Residential</p> <p>.</p> <p>17-10. (1) If a report is required to be made under section 18 of the Act in respect of a chemical or radiological parameter set out in Schedule 2 or 3 to the Ontario Drinking Water Quality Standards, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Subject to subsection (2), resample and test as soon as reasonably possible.</p> <p>2. If a concentration that exceeds the standard prescribed for the parameter by Schedule 2 or 3 to the Ontario Drinking Water Quality Standards is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p> <p>(2) Paragraph 1 of subsection (1) does not apply to a report that is required to be made in respect of trihalomethanes or haloacetic acids.</p> <p>17-11. If a report is required to be made under section 18 of the Act in respect of a pesticide not listed in Schedule 2 to the Ontario Drinking Water Quality Standards, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If the pesticide is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p> <p>17-12. If an approval, municipal drinking water licence or order identifies a parameter as a health–related parameter and a report is required to be made under section 18 of the Act in respect of the parameter, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>2. If a concentration that exceeds the maximum concentration established for the parameter by the approval or order is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p> <p>17–11. If a report is required to be made under section 18 of the Act in respect of a pesticide not listed in Schedule 2 to the Ontario Drinking–Water Quality Standards, the owner of the drinking–water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If the pesticide is detected under paragraph 1, take such other steps as are directed by the medical officer of health.</p>

		OENV-SDW-57 — Owner of Drinking water System — Financial Plans	Financial Plans Regulations, under the Safe Drinking water Act, 2002, O. Reg. 453/07, ss. 1(3); ss.2 par 2, 5, 6; ss. 3 (1) par 2	Event = Must keep to provide on request and plans must be valid for 6 years	<p>1.(3) As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3.</p> <p>.....</p> <p>2. For the purposes of clause (b) of the definition of “financial plans” in subsection 30(1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1(1) to satisfy the requirements of this section: . . .</p> <p>2.2. The financial plans,</p> <p>i. must include a statement that the financial impacts of the drinking water system have been considered, and</p> <p>ii. must apply for a period of at least six years.</p> <p>.....</p> <p>2. 5. The owner of the drinking water system must,</p> <p>i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,</p> <p>ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and</p> <p>iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.</p> <p>2.6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing.</p> <p>....</p> <p>3.(1) For the purposes of clause (b) of the definition of “financial plans” in subsection 30(1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1(2) or a condition that is included in a municipal drinking water licence under subsection 1(3) to satisfy the requirements of this section: . . .</p> <p>2. The financial plans must apply to a period of at least six years.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g111 Safe Drinking Water Act – Maintenance and Operational Checks 2 years	469	OENV-SDW-22 — Owners of Drinking–Water Systems — Warning Notice Check Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 8.(8) to (9); as am. O. R. 247/06, s. 6	1 year (12 months) in location where can be conveniently accessed by provincial officer	<p>8.(8) The owner of the drinking water system shall ensure that the warning notices are checked at least once a week to ensure that they are legible and comply with this section. O. Reg. 170/03, s. 8 (8).</p> <p>(8.1) The owner of the drinking water system shall ensure that a check that is done during a week for the purpose of subsection (8) is done at least five days, and not more than 10 days, after a check that was done for that purpose in the previous week. O. Reg. 247/06, s. 6 (2).</p> <p>(9) The owner of the drinking water system shall ensure that, (a) every time the warning notices are checked under subsection (8), a record is made of the date and time and of the name of the person who performed the check; and (b) the records referred to in clause (a) are kept for at least 12 months at a location where they can conveniently be viewed by a provincial officer who is inspecting the warning notices.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	472	OENV-SDW-25 — Drinking– Water System Owners — Chlorine Distribution Sample Records, Microbiological Sampling and Testing Records, Maintenance and Operational Checks Records, Approval Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 13.(1) pars. 1, 2,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 418/09, s. 10.(1)	2 years	<p>13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years:</p> <p>1. Every record or report related to a test required under any of the following provisions:</p> <p>i. Section 7.</p> <p>ii. Schedules 6 to 12.</p> <p>iii. Sections 17-5 to 17-9 of Schedule 17.</p> <p>iv. Sections 18-5 to 18-9 of Schedule 18.</p> <p>2. Every record or report related to a test required under an approval, municipal drinking water licence or order, including an OWRA approval or OWRA order, unless the record or report relates to a parameter listed in Schedule 23 or 24 to this Regulation or Schedule 3 to O. Reg. 169/03 (Ontario Drinking Water Quality Standards).</p> <p>.....</p> <p>(5) If the Director or a provincial officer makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of a drinking water system shall ensure that the document or other record is given to the Director or provincial officer within such period as the Director or provincial officer may specify.</p> <p>(6) If a licensed engineering practitioner or professional hydrogeologist is preparing an opinion, report or assessment referred to in this Regulation in respect of a drinking water system and makes a request for a document or other record referred to in subsection (1), (2) or (3), the owner of the system shall ensure that the document or other record is given to the licensed engineering practitioner or professional hydrogeologist within such period as the licensed engineering practitioner or professional hydrogeologist may specify.</p>

	478	OENV-SDW-31 — Drinking– Water System Owners — Records of Entry Treatment Units, Dates, Locations, Approvals and Failures to Obtain Access	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4, Schedule 3: Point of Entry Treatment (Municipal: Small Residential; Large Non- Residential; Small Non- Residential; Non-Municipal: Year-Round Residential; Seasonal Residential; Large Non- Residential; Small Non- Residential), ss. 3–1.1.(1) par. 4,(5),(6),(7)(a); as am. O. R. 418/09, s. 13.	2 years	<p>13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years: . . .</p> <p>4. Every record made under subsection 3–1.1.(6) or (7) of Schedule 3.</p> <p>.</p> <p>Schedule 3: Point of Entry Treatment</p> <p>Municipal: Small Residential Large Non-Residential Small Non-Residential</p> <p>Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential</p> <p>.</p> <p>3–1.1(1) Section 1–5 of Schedule 1 does not apply to a small municipal residential system, section 2–5 of Schedule 2 does not apply to a non–municipal year–round residential system that serves fewer than 101 private residences, and section 2–5 of Schedule 2 does not apply to a non–municipal seasonal residential system that has fewer than 101 service connections, if the following criteria are met: . . .</p> <p>4. The owner of the drinking water system or the operating authority for the system has a record that,</p> <p>i. sets out the location of each point of entry treatment unit and the date it was installed, and</p> <p>ii. in the case of a small municipal residential system that requires an approval, drinking water works permit or municipal drinking water licence under the Act, contains a confirmation by the owner of the system that each point of entry treatment unit was installed in accordance with the approval, permit or licence.</p> <p>.</p> <p>(6) If subsection (1) applies to a small municipal residential system, the owner of the system and the operating authority for the system shall ensure that,</p> <p>(a) each point of entry treatment unit is checked at least once every 12 months to confirm proper functioning; and</p>
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					(b) a record is made of the date and time of every check performed under clause (a), the name of the person who performed the check and the results of the check. (7) If subsection (1) applies to a drinking water system, the owner of the system and the operating authority for the system shall ensure that a record is made whenever the owner or operating authority fails to obtain access to a property where a point of entry treatment unit is installed for the purpose of complying with, (a) clause (6)(a);

	481	OENV-SDW-34 — Drinking– Water Systems Owners — Continuous Monitoring Equipment Tests	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6-5.(1) par. 1-3, (1.1) par. 1-2; as am. O. R. 418/09, s. 15.(14); as am. O. Reg. 458/17, s. 11(1), (4)-	2 years	<p>13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>ii. Schedules 6 to 12.</p> <p>.</p> <p>Schedule 6 Operational Checks, Sampling and Testing — General</p> <p>6–5.(1) If a drinking water system uses continuous monitoring equipment for sampling and testing that is required under this Regulation, or under an approval, drinking water works permit, municipal drinking water licence or order, for a parameter set out in the Table to this section, the owner of the system and the operating authority for the system shall ensure that the following standards are met:</p> <p>1. The continuous monitoring equipment must, except when no water is being directed to users of water sampled by the equipment,</p> <p>i. test for the parameter with at least the minimum frequency specified in the Table for the parameter, and</p> <p>ii. record the date, time, sampling location and result of every test for the parameter with at least the minimum frequency referred to in subparagraph i.</p> <p>2. If the continuous monitoring equipment tests for a parameter more often than is required by subparagraph 1 i, the equipment may, instead of complying with subparagraph 1.ii,</p> <p>i. record the minimum, maximum and mean results of tests for the parameter for every period that is equal to the length of time referred to in subparagraph 1.i, along with the sampling location, the date of the tests conducted during the period and the time at the end of the period, and</p> <p>ii. record the result of every test that causes an alarm to signal under paragraph 1 of subsection (1.1), along with the sampling location and the date and time of the test.</p> <p>3. Test results recorded under paragraph 1 or 2 must be examined, within 72 hours after the tests are conducted,</p> <p>i. by a certified operator or emergency substitute operator, in the case of,</p> <p>A. a large municipal residential system,</p> <p>B. a small municipal residential system,</p>
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					<p>C. a large municipal non–residential system, D. a non–municipal year–round residential system, or E. a large non–municipal non–residential system, or ii. by a trained person, in the case of, A. a non–municipal seasonal residential system, B. a small municipal non–residential system, or C. a small non–municipal non–residential system. 6-5 (1.1) The standards referred to in paragraph 5 of subsection (1) are the following: 1. The continuous monitoring equipment must cause an alarm to signal immediately at the following locations if the equipment malfunctions or loses power or a test result for a parameter is above the maximum alarm standard or below the minimum alarm standard specified in the Table to this section for the parameter: i. The location where the equipment conducts tests. ii. A location where a person is present, if a person is not always present at the location where the equipment conducts tests. iii. Every designated facility served by the drinking water system, unless the system is a large municipal residential system or a small municipal residential system. 2. A person qualified to examine test results under paragraph 3 of subsection (1) must take appropriate action if the person is at the location where tests are conducted and, i. an alarm signals under paragraph 1, ii. a record of a test result indicates that an alarm should have signalled under paragraph 1, or iii. there is good reason to believe that the continuous monitoring equipment has malfunctioned or lost power.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	482	OENV-SDW-35 — Owner /Operating Authority of Drinking–Water System — Sample Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6-10 as am. O. R. 418/09, s. 15.(17).	2 years	<p>13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>ii. Schedules 6 to 12.</p> <p>.....</p> <p>Schedule 6: Operational Checks, Sampling and Testing — General</p> <p>.....</p> <p>6–10.(1) The owner of a drinking water system and the operating authority for the system shall ensure that, for every sample required by this Regulation or by an approval, municipal drinking water licence or order, including an OWRA order, a record is made of the following information:</p> <p>1. The date and time the sample was taken, the location where the sample was taken and the name of the person who took the sample.</p> <p>2. If the sample is taken under section 7 of this Regulation or Schedule 7, 8 or 9, the date and time the sample was tested, the name of the person who conducted the test, and the results of the test.</p> <p>3. If the sample is taken from a drinking water system’s distribution system under section 15.1–4 or 15.1–5 of Schedule 15.1, the addresses of all premises served by the plumbing from which samples were taken on the same day in accordance with subsection 15.1–6.(3).</p> <p>4. If the sample is taken under section 15.1–7 of Schedule 15.1 and tested for pH,</p> <p>i. the date and time of the test,</p> <p>ii. the name of the person who conducted it, and</p> <p>iii. the results of the test.</p> <p>(2) Subsection (1) does not apply to a sample tested by continuous monitoring equipment or microbiological in–line testing equipment.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	483	OENV-SDW-36 — Owner/ Operating Authority of Drinking–Water System — Maintenance and Operational Checks Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, ss. 13.(1) par 3; Schedule 8: Maintenance and Operational Checks (Municipal: Large Non-Residential; Non-Municipal: Year-Round Residential; Large Non- Residential), ss. 8-2. (5)as am. O. Reg. 418/09, s. 15.(14); as am. O. Reg. 458/17, s. 11(1), (4)	2 years	13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years: . . . 3. Every record made under subsection 8–2.(5) of Schedule 8 or subsection 9– 2.(5) of Schedule 9. Schedule 8: Maintenance and Operational Checks Municipal: Large Non–Residential Non–Municipal: Year–Round Residential Large Non–Residential 8–2.(5) The owner of the drinking water system and the operating authority for the system shall ensure that a record is made of the date and time of every action taken under subsections (1) to (4), the name of the person who took the action and the results of the action.
	484	OENV-SDW-37 —Owner /Operating Authority of Drinking–Water System — Maintenance and Operational Checks Records	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3; Schedule 9: Maintenance and Operational Checks (Municipal: Small Non–Residential; Non– Municipal: Seasonal Residential; Small Non– Residential), ss.9-2.(5)	2 years	13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years: . . . 3. Every record made under subsection 8–2.(5) of Schedule 8 or subsection 9– 2.(5) of Schedule 9. Schedule 9: Maintenance and Operational Checks Municipal: Small Non–Residential Non–Municipal: Seasonal Residential; Small Non–Residential 9-2.(5) The owner of the drinking–water system and the operating authority for the system shall ensure that a record is made of the date and time of every action taken under subsections (1) to (4), the name of the person who took the action and the results of the action.

	485	OENV-SDW-38 — Posting of Warning Notices of Potential Problems	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, Schedule 19: Warning Notice of Potential Problems (Municipal: Small Residential; Large Non-Residential; Small Non-Residential; Non-Municipal: Year-Round Residential; Seasonal Residential; Large Non- Residential; Small Non- Residential), ss. 19–2, 19– 3.(1), (2); as am. O. R. 249/03, s. 22; as am. O. R. 247/06, s. 30.	Not specified	<p>19–2.(1) The owner of a drinking water system and the operating authority for the system shall ensure that warning notices are posted in accordance with this section if,</p> <p>(a) the owner or operating authority is required under Schedule 18 to take all reasonable steps to ensure that all users of water from the system are notified to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid rolling boil for at least one minute before use; or</p> <p>(b) the owner or operating authority is not complying with Schedule 11, 12 or 18.</p> <p>(2) The warning notices required by subsection (1) must be posted in prominent locations where they are likely to come to the attention of users of water from the system.</p> <p>(3) As part of complying with subsection (2), if the drinking water system serves a designated facility, the warning notices required by subsection (1) must be posted,</p> <p>(a) at every entrance to every building and every structure that is part of the designated facility; or</p> <p>(b) if the designated facility does not have any building or structure, at a location where the warning notices are likely to come to the attention of all persons who enter the facility.</p> <p>(4) If the drinking water system serves a designated facility that is not owned by the owner of the drinking water system, the owner of the system and the operating authority for the system shall be deemed to have ensured that warning notices are posted in accordance with subsection (3) if the operator of the facility is provided with,</p> <p>(a) sufficient copies of the warning notices required by subsection (3); and</p> <p>(b) instructions to post the warning notices in accordance with subsection (3).</p> <p>19–3.(1) If warning notices are not posted in accordance with section 19–2, the warning notices may be posted by,</p> <p>(a) a provincial officer; or</p> <p>(b) a public health inspector under the Health Protection and Promotion Act, or a person acting under the supervision of a public health inspector.</p> <p>(2) If warning notices are not posted in accordance with section 19–2 at a designated facility, the warning notices may also be posted by an officer or agent of the interested authority for the designated facility.</p>
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	488	OENV-SDW-41 — Owner of Drinking–Water System: Large Municipal Residential — Corrective Action Reports for Aeromonas spp., E–coli and Coliforms	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. iii; Schedule 17: Corrective Action Large Municipal Residential, ss. 17–5 to 17–9.	2 years	<p>13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years: . . .</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>iii. Sections 17–5 to 17–9 of Schedule 17.</p> <p>.</p> <p>Schedule 17: Corrective Action Large Municipal Residential</p> <p>.</p> <p>17–5. If a report is required to be made under section 18 of the Act in respect of <i>Escherichia coli</i> (<i>E. coli</i>), the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Immediately resample and test.</p> <p>2. Immediately increase the chlorine or chloramine dose and flush the watermains to ensure that,</p> <p>i. a free chlorine residual of at least 0.2 milligrams per litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chlorination and does not provide chloramination, or</p> <p>ii. a combined chlorine residual of at least 1.0 milligrams per litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chloramination.</p> <p>3. Maintain the free chlorine residual or combined chlorine residual concentration referred to in paragraph 2 in the affected parts of the distribution system, and continue to resample and test, until <i>Escherichia coli</i> (<i>E. coli</i>) is not detected in any of the samples from two consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the medical officer of health.</p> <p>4. Take such other steps as are directed by the medical officer of health.</p> <p>17–6. If a report is required to be made under section 18 of the Act in respect of total coliforms, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If total coliforms are detected under paragraph 1, immediately increase the chlorine or chloramine dose and flush the watermains to ensure that,</p>
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				<p>i. a free chlorine residual of at least 0.2 milligrams per litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chlorination and does not provide chloramination, or</p> <p>ii. a combined chlorine residual of at least 1.0 milligrams per litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chloramination.</p> <p>3. Maintain the free chlorine residual or combined chlorine residual concentration referred to in paragraph 2 in the affected parts of the distribution system, and continue to resample and test, until total coliforms are not detected in any of the samples from two consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the medical officer of health.</p> <p>4. Take such other steps as are directed by the medical officer of health.</p> <p>17–9. If a report is required to be made under section 18 of the Act in respect of <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci), the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci) are detected under paragraph 1, immediately increase the chlorine or chloramine dose and flush the water mains to ensure that,</p> <p>i. a free chlorine residual of at least 0.2 milligrams per litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chlorination and does not provide chloramination, or</p> <p>ii. a combined chlorine residual of at least 1.0 milligrams per litre is achieved at all points in the affected parts of the distribution system, if the drinking-water system provides chloramination.</p> <p>3. Maintain the free chlorine residual or combined chlorine residual concentration referred to in paragraph 2 in the affected parts of the distribution system, and continue to resample and test, until <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci) are not detected in any of the samples from two consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the medical officer of health.</p>
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					4. Take such other steps as are directed by the medical officer of health.

	491	OENV-SDW-44 — Owner of Drinking-Water System; Municipal Residential, Non-Municipal Residential and Seasonal Residential — Corrective Action Reports	Drinking Water Systems Regulations, under the Safe Drinking Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1 ss. iv; Schedule 18: Corrective Action, (Municipal: Small Residential; Large Non-Residential; Small Non-Residential; Non-Municipal: Year-Round Residential; Seasonal Residential; Large Non-Residential; Small Non-Residential), ss. 18-5 to 18-9.	2 years	<p>13.(1) The owner of a drinking water system shall ensure that the following documents and other records are kept for at least two years:</p> <p>1. Every record or report related to a test required under any of the following provisions: . . .</p> <p>iv. Sections 18–5 to 18–9 of Schedule 18.</p> <p>.</p> <p>Schedule 18 Corrective Action</p> <p>Municipal: Small Residential Large Non-Residential Small Non-Residential</p> <p>Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential</p> <p>.</p> <p>18–5. If a report is required to be made under section 18 of the Act in respect of <i>Escherichia coli</i> (<i>E. coli</i>), the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Immediately take all reasonable steps to notify all users of water from the system to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid rolling boil for at least one minute before use.</p> <p>2. Immediately resample and test.</p> <p>3. Immediately increase the chlorine dose and flush the distribution system and any plumbing owned by the owner of the drinking water system to ensure that,</p> <p>i. a free chlorine residual of at least 0.2 milligrams per litre is achieved at all points in the affected parts of the distribution system and plumbing, if the drinking water system provides chlorination and does not provide chloramination, or</p> <p>ii. a combined chlorine residual of at least 1.0 milligrams per litre is achieved at all points in the affected parts of the distribution system and plumbing, if the drinking water system provides chloramination.</p>
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				<p>4. If the drinking water system provides chlorination or chloramination, maintain the free chlorine residual or combined chlorine concentration referred to in paragraph 3 in the affected parts of the distribution system and plumbing, and continue to resample and test, until <i>Escherichia coli</i> (<i>E. coli</i>) is not detected in any of the samples from two consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the medical officer of health.</p> <p>5. If the drinking water system does not provide chlorination or chloramination, immediately take the relevant corrective action steps described in the Ministry's Procedure for Corrective Action for Systems Not Currently Using Chlorine.</p> <p>6. Take such other steps as are directed by the medical officer of health.</p> <p>18–6. If a report is required to be made under section 18 of the Act in respect of total coliforms, the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If total coliforms are detected under paragraph 1, immediately increase the chlorine dose and flush the distribution system and any plumbing owned by the owner of the drinking water system to ensure that,</p> <p>i. a free chlorine residual of at least 0.2 milligrams per litre is achieved at all points in the affected parts of the distribution system and plumbing, if the drinking water system provides chlorination and does not provide chloramination, or</p> <p>ii. a combined chlorine residual of at least 1.0 milligrams per litre is achieved at all points in the affected parts of the distribution system and plumbing, if the drinking water system provides chloramination.</p> <p>3. If total coliforms are detected under paragraph 1 and the drinking water system provides chlorination or chloramination, maintain the free chlorine residual or combined chlorine concentration referred to in paragraph 2 in the affected parts of the distribution system and plumbing, and continue to resample and test, until total coliforms are not detected in any of the samples from two consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the medical officer of health.</p> <p>4. If total coliforms are detected under paragraph 1 and the drinking water system does not provide chlorination or chloramination, immediately take</p>
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				<p>the relevant corrective action steps described in the Ministry's Procedure for Corrective Action for Systems Not Currently Using Chlorine.</p> <p>5. Take such other steps as are directed by the medical officer of health.</p> <p>18–9. If a report is required to be made under section 18 of the Act in respect of <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci), the owner of the drinking water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <p>1. Resample and test as soon as reasonably possible.</p> <p>2. If <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci) are detected under paragraph 1, immediately increase the chlorine dose and flush the distribution system and any plumbing owned by the owner of the drinking water system to ensure that,</p> <p>i. a free chlorine residual of at least 0.2 milligrams per litre is achieved at all points in the affected parts of the distribution system and plumbing, if the drinking water system provides chlorination and does not provide chloramination, or</p> <p>ii. a combined chlorine residual of at least 1.0 milligrams per litre is achieved at all points in the affected parts of the distribution system and plumbing, if the drinking water system provides chloramination.</p> <p>3. If <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci) are detected under paragraph 1 and the drinking water system provides chlorination or chloramination, maintain the free chlorine residual or combined chlorine concentration referred to in paragraph 2 in the affected parts of the distribution system and plumbing, and continue to resample and test, until <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci) are not detected in any of the samples from two consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the medical officer of health.</p> <p>4. If <i>Aeromonas</i> spp., <i>Pseudomonas aeruginosa</i>, <i>Staphylococcus aureus</i>, <i>Clostridium</i> spp. or fecal streptococci (Group D streptococci) are detected under paragraph 1 and the drinking water system does not provide chlorination or chloramination, immediately take the relevant corrective</p>
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					action steps described in the Ministry's Procedure for Corrective Action for Systems Not Currently Using Chlorine. 5. Take such other steps as are directed by the medical officer of health.
g112 Compost Shipment Records 10 years	332	OMUN-Ev.Pr.-9 — Leaf / Yard Waste Composting Site Owners / Operators — Shipment Records	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 19.	Event + 10 years (Event = shipment)	31. Each operator and owner of a leaf and yard waste composting site shall ensure that the site is operated in accordance with the following requirements: ... 31. 19. A record shall be kept of the name, address and telephone number of each person to whom controlled compost is shipped. The record shall be kept for at least ten years after the shipment.
g113 Health Tax Assessment Shall enter		OHC-HPP-5 — Clerks of Municipalities — Collector's Rolls	Health Protection and Promotion Act, R.S.O. 1990, c. H.7, ss. 15.(3); as am. S.O. 2004, c. 3, Schedule A, s. 86	Not specified "shall enter"	15.(3) Upon receipt of the statement, the clerk of the municipality shall enter the amount in the collector's roll and the amount shall be collected in the same manner as municipal real property taxes and the amount collected shall be paid over to the board of health.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g114 Personal Health Information Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act		OHC-PHIPA-2 — Documents Where Individual Deceased	Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 9.(1)	PRIVACY Earlier of: Event + 50 years (Event = Death of individual) Or: Event + 120 years (Event = Record created)	9.(1) This Act does not apply to personal health information about an individual after the earlier of 120 years after a record containing the information was created and 50 years after the death of the individual.
		OHC-PHIPA-9 — Personal Health Information Custodians — Records Retention	Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 13.(2)	Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act	13.(2) Despite subsection (1), a health information custodian that has custody or control of personal health information that is the subject of a request for access under section 53 shall retain the information for as long as necessary to allow the individual to exhaust any recourse under this Act that he or she may have with respect to the request.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g115 Small Drinking Water Systems – water tests & reports 5 years		OHC-HPP-49 — Small Drinking Water System Owners / Operators — Water Tests/ Reports / Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 10.(1)	5 years	10.(1) The owner and operator of a small drinking water system shall ensure that the following documents and other records are kept for at least five years: 1. Every record or report related to a test required under this Regulation. 2. Every record or report related to a test required under the Act or another regulation made under the Act. 3. Every record or report related to a test that was required to be retained under subsections 12 (1) and (2) of Ontario Regulation 252/05 (Non-Residential and Non-Municipal Seasonal Residential Systems that Do Not Serve Designated Facilities) made under the Safe Drinking Water Act, 2002 if that regulation applied to the system before this Regulation applied to the system. 4. Every record or report related to a test that was required to be retained under section 13 of O. Reg. 170/03 (Drinking Water Systems) made under the Safe Drinking Water Act 2002. 5. A copy of every order under section 13 of the Act that is issued to the owner or operator of the system and that contains requirements relating to the manner in which the system is operated.
		OHC-HPP-56 — Small Drinking Water System Owners/ Operators — Sample Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, ss. 24.(1), 10.(1) par. 1	5 years	24.(1) The owner and operator of a small drinking water system shall ensure that, for every sample required by this Regulation, a record is made of the date and time the sample was taken, the location where the sample was taken, the name of the person who took the sample and the result of the drinking water test conducted on the sample. 10.(1) The owner and operator of a small drinking water system shall ensure that the following documents and other records are kept for at least five years: 1. Every record or report related to a test required under this Regulation.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g116 Small Drinking Water Systems – operating manuals & maintenance records Longer of equipment in use or 5 years		OHC-HPP-53 — Small Drinking Water System Owners/ Operators — Water Treatment Equipment Maintenance Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 14.(1) par. 9	Longer of: Event = As long as water treatment equipment remains in use Or: 5 years	14.(1) Where a small drinking water system provides treatment of the water that it provides, including where a public health inspector requires treatment of the water provided by a small drinking water system, the owner and operator of the small drinking water system shall ensure the following: . . . 9. Maintenance records are created relating to all maintenance conducted on the water treatment equipment and kept for five years or as long as the water treatment equipment to which they relate remains in use, whichever period is longer. These records must contain the date and time of every action taken, the name of the person who took the action and the results of the action.
		OHC-HPP-54 — Small Drinking Water System Owners/ Operators — Manufacturer Operating Manuals or Instructions	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 14.(1) par. 10	Longer of: Event = As long as water treatment equipment remains in use Or: 5 years	14.(1) Where a small drinking water system provides treatment of the water that it provides, including where a public health inspector requires treatment of the water provided by a small drinking water system, the owner and operator of the small drinking water system shall ensure the following: . . . 10. Any written manufacturer operating manuals or instructions that relate to any water treatment equipment must be maintained for five years or as long as the water treatment equipment remains in operation, whichever period is longer.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OHC-HPP-55 — Small Drinking Water System Owners/ Operators — Continuous Monitoring Equipment Maintenance Records	Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 15 par. 3	Event = As long as water treatment equipment remains in use Or: 5 years	15. Where a small drinking water system uses continuous monitoring equipment for sampling and testing that is required under this Regulation, the owner and operator of the small drinking water system shall ensure the following: . . . 3. Maintenance records are created relating to all maintenance conducted on the continuous monitoring equipment and kept for five years or as long as the continuous monitoring equipment to which they relate remains in use, whichever period is longer. These records must contain the date and time of every action taken, the name of the person who took the action and the results of the action.
g117 Environmental Protection Act – Annual Operation Reports Site closed + 2 years		OENV-Ev.Pr.-198 — Landfilling Site Owner / Operators — Annual Operations Reports	Land-filling Sites Regulation, under the Environmental Protection Act, O. Reg. 232/98, ss. 21, 32	Event + 2 years (Event = Site closed)	21. The owner and the operator of a landfilling site shall ensure that, (a) within three months after each anniversary of the date on which waste was first accepted at the site, annual report is prepared respecting the operation of the landfilling site, including a summary of results from monitoring programs; and (b) all of the reports are retained until at least two years after the site is closed. 32. The owner and the operator of a landfilling site shall ensure that, within three months after each anniversary of the date on which waste was last placed on the site, an annual report is prepared respecting the post-closure care of the landfilling site, including a summary of results from monitoring programs.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-361 — Owner Operators, Waste Management Disposal / Landfilling Sites — Annual Reports and Operations Report Information	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 11.5(1), (2), 11.4(1); as am. O. Reg. 234/11, ss. 11(1), 12(1)	Keep to provide on request/ shall ensure submitted	11.5(1) On request of the Director, the owner or the operator who is required to submit a report under s. 11.1, 11.2 or 11.4 shall provide further information with respect to the subject matter of the report. (2) The information requested under subsection (1) shall be provided to the Director who made the request by a date set by the Director at the time of the request. 11.4(1) The owner and the operator of a landfilling site described in subsection (4) shall ensure that for 2009 and every subsequent year, an annual report is submitted to the Director on or before June 1 of the following year.
g118 Municipal Act – Corporate Books & Records Shall Keep		OMUN-Muni01-11 — Municipal Clerk — Resolutions, Decisions, Voting Records, By-laws, Minutes of Proceedings	Municipal Act, 2001, S.O. 2001, c. 25, s. 228.(1)(a) to (c)	Not specified “shall record/keep originals or copies”	228.(1) A municipality shall appoint a clerk whose duty it is, (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council; (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question; (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OMUN-Muni01-25 — Municipalities — By-laws	Municipal Act, 2001, S.O. 2001, c. 25, ss. 299(3), (4), (6); as am. S.O. 2006, c. 32, Sched. A, s. 126(2)	Keep to provide Minister on request	299.(3) A municipality shall provide the Minister with information designated by the Minister which, in the Minister's opinion, relate to the efficiency and effectiveness of the municipality's operations, at the times and in the manner and form designated by the Minister. (4) A municipality shall publish all or such portion of the information as may be designated by the Minister at the times designated by the Minister but in the manner and form determined by the municipality (6) A designation by the Minister under this section may be general or specific in its application.
		OMUN-Muni01-50 — Municipalities or Local Boards or Committees — Resolutions and Decisions	Municipal Act, 2001, S.O. 2001, c. 25, ss. 239(7), (8); as en. S.O. 2006, c. 32, Sched. A, s. 103(3)	Not specified "shall record"	239.(7) A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. (8) The record required by subsection (7) shall be made by, (a) the clerk, in the case of a meeting of council; or (b) the appropriate officer, in the case of a meeting of a local board or committee.

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g119 Corporations Act – Corporate Books and Records Shall Keep editors note: The Municipal Act specifically states that the Corporations Act does not apply. The citation has been provided in the event that a Municipality creates an incorporated entity		OC-Corp.-1 — Corporations — By-Laws and Special Resolutions	Corporations Act, R.S.O. 1990, c. C. 38, ss.300.(1) par 2; ss. 304. (1), (2), (3); ss. 305. (1)	Not specified “shall be kept at head office of corporation”	<p>300 (1) A corporation shall cause the following documents and registers to be kept: . . .</p> <p>2. All by-laws and special resolutions of the corporation.</p> <p>.....</p> <p>304 (1) The minutes of proceedings mentioned in section 299, the documents and registers mentioned in section 41 and subsection 300 (1) and the books of account and accounting records mentioned in section 302 shall, during the normal business hours of the corporation, be open to inspection by any director and shall, except as provided in section 43 and in subsections (2) and (3) of this section, be kept at the head office of the corporation.</p> <p>.....</p> <p>(2) A corporation may keep at any place where it carries on business such parts of the accounting records as relate to the operations and assets and liabilities thereof or to such business of the corporation as was carried on or supervised or accounted for at such place, but there shall be kept at the head office of the corporation or such other place as is authorized under subsection (3) such records as will enable the directors to ascertain quarterly with reasonable accuracy the financial position of the corporation.</p> <p>(3) A corporation may keep any of the records mentioned in subsection (1), except the register mentioned in paragraph 5 of subsection 300 (1) at a place other than the head office of the corporation if the records are available for inspection during regular office hours at the head office by means of any technology.</p> <p>.....</p> <p>305 (1) The minutes of proceedings at meetings of shareholders or members mentioned in section 299 and the documents and registers mentioned in section 41 and subsection 300 (1), during the normal business hours of the corporation, shall, at the place or places where they are kept, be open to inspection by the shareholders or members and creditors of the corporation or their agents or legal representatives, and any of them may make extracts therefrom.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OC-Corp.-3 — Corporations — Letters Patent or Copy of Special Act of Incorporation	Corporations Act, R.S.O. 1990, c. C. 38, ss. 300. (1) par. 1; ss. 304. (1), (2), (3); ss. 305. (1)	Not specified “shall be kept”	<p>300.(1) A corporation shall cause the following documents and registers to be kept:</p> <ol style="list-style-type: none"> 1. A copy of the letters patent and of any supplementary letters patent issued to the corporation and of the memorandum of agreement, if any, or, if incorporated by special Act, a copy of the Act. 2. All by-laws and special resolutions of the corporation. <p>.....</p> <p>304 (1) The minutes of proceedings mentioned in section 299, the documents and registers mentioned in section 41 and subsection 300 (1) and the books of account and accounting records mentioned in section 302 shall, during the normal business hours of the corporation, be open to inspection by any director and shall, except as provided in section 43 and in subsections (2) and (3) of this section, be kept at the head office of the corporation.</p> <p>.....</p> <p>(2) A corporation may keep at any place where it carries on business such parts of the accounting records as relate to the operations and assets and liabilities thereof or to such business of the corporation as was carried on or supervised or accounted for at such place, but there shall be kept at the head office of the corporation or such other place as is authorized under subsection (3) such records as will enable the directors to ascertain quarterly with reasonable accuracy the financial position of the corporation.</p> <p>(3) A corporation may keep any of the records mentioned in subsection (1), except the register mentioned in paragraph 5 of subsection 300 (1) at a place other than the head office of the corporation if the records are available for inspection during regular office hours at the head office by means of any technology.</p> <p>.....</p> <p>305 (1) The minutes of proceedings at meetings of shareholders or members mentioned in section 299 and the documents and registers mentioned in section 41 and subsection 300 (1), during the normal business hours of the corporation, shall, at the place or places where they are kept, be open to inspection by the shareholders or members and creditors of the corporation or their agents or legal representatives, and any of them may make extracts therefrom.</p>

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		OC-Corp.-4 — Corporations — Meetings Minutes of Proceedings	Corporations Act, R.S.O. 1990, c. C. 38, ss. 299. (1); ss. 304. (1), (2), (3); ss. 305. (1)	Not specified “shall be kept”	<p>299.(1) A corporation shall cause minutes of all proceedings at meetings of the shareholders or members and of the directors and of any executive committee to be entered in books kept for that purpose.</p> <p>.....</p> <p>304 (1) The minutes of proceedings mentioned in section 299, the documents and registers mentioned in section 41 and subsection 300 (1) and the books of account and accounting records mentioned in section 302 shall, during the normal business hours of the corporation, be open to inspection by any director and shall, except as provided in section 43 and in subsections (2) and (3) of this section, be kept at the head office of the corporation.</p> <p>.....</p> <p>(2) A corporation may keep at any place where it carries on business such parts of the accounting records as relate to the operations and assets and liabilities thereof or to such business of the corporation as was carried on or supervised or accounted for at such place, but there shall be kept at the head office of the corporation or such other place as is authorized under subsection (3) such records as will enable the directors to ascertain quarterly with reasonable accuracy the financial position of the corporation.</p> <p>(3) A corporation may keep any of the records mentioned in subsection (1), except the register mentioned in paragraph 5 of subsection 300 (1) at a place other than the head office of the corporation if the records are available for inspection during regular office hours at the head office by means of any technology.</p> <p>.....</p> <p>305 (1) The minutes of proceedings at meetings of shareholders or members mentioned in section 299 and the documents and registers mentioned in section 41 and subsection 300 (1), during the normal business hours of the corporation, shall, at the place or places where they are kept, be open to inspection by the shareholders or members and creditors of the corporation or their agents or legal representatives, and any of them may make extracts therefrom.</p>

		OC-Corp.-5 — Corporations — Register of Directors	Corporations Act, R.S.O. 1990, c. C. 38, ss. 300. (1) par. 4; as am. S.O. 2004, c. 19, s. 10.(5); ss. 304. (1), (2), (3); ss. 305. (1)	Not specified “shall be kept”	<p>300.(1) A corporation shall cause the following documents and registers to be kept: . . .</p> <p>4. A register of directors in which are set out the name and address, and email address, if one is provided, of each person who is or has been a director of the corporation with the several dates on which the person became or ceased to be a director.</p> <p>.....</p> <p>304 (1) The minutes of proceedings mentioned in section 299, the documents and registers mentioned in section 41 and subsection 300 (1) and the books of account and accounting records mentioned in section 302 shall, during the normal business hours of the corporation, be open to inspection by any director and shall, except as provided in section 43 and in subsections (2) and (3) of this section, be kept at the head office of the corporation.</p> <p>.....</p> <p>(2) A corporation may keep at any place where it carries on business such parts of the accounting records as relate to the operations and assets and liabilities thereof or to such business of the corporation as was carried on or supervised or accounted for at such place, but there shall be kept at the head office of the corporation or such other place as is authorized under subsection (3) such records as will enable the directors to ascertain quarterly with reasonable accuracy the financial position of the corporation.</p> <p>(3) A corporation may keep any of the records mentioned in subsection (1), except the register mentioned in paragraph 5 of subsection 300 (1) at a place other than the head office of the corporation if the records are available for inspection during regular office hours at the head office by means of any technology.</p> <p>.....</p> <p>305 (1) The minutes of proceedings at meetings of shareholders or members mentioned in section 299 and the documents and registers mentioned in section 41 and subsection 300 (1), during the normal business hours of the corporation, shall, at the place or places where they are kept, be open to inspection by the shareholders or members and creditors of the corporation or their agents or legal representatives, and any of them may make extracts therefrom.</p>
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<p>g120</p> <p>Limitations Act – No Limitation (including sexual assault & undiscovered environmental claims)</p> <p>No Limitation</p>		<p>OLA-Limi02-8 — Proceedings Where No Limitation Period</p>	<p>Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1) to (1.3); as am. S.O. 2007, c. 13, s. 44; ss. 16(4), 17; as. am. S.O. 2010, c. 1, Schedule 14, s. 1; as am. S.O. 2016, c. 2, Schedule 2, s. 4; as am. S.O. 2017, c. 2, Schedule 5, s. 14(1); as am. S.O. 2020, c. 11, Sched. 16, s. 1</p>	<p>Event = There is no limitation period</p>	<p>16.(1) There is no limitation period in respect of,</p> <p>(a) a proceeding for a declaration if no consequential relief is sought;</p> <p>(b) a proceeding to enforce an order of a court, or any other order that may be enforced in the same way as an order of a court;</p> <p>(c) a proceeding to obtain support under the Family Law Act or to enforce a provision for support or maintenance contained in a contract or agreement that could be filed under section 35 of that Act;</p> <p>(e) a proceeding under section 8 or 11.2 of the Civil Remedies Act, 2001;</p> <p>(f) a proceeding by a debtor in possession of collateral to redeem it;</p> <p>(g) a proceeding by a creditor in possession of collateral to realize on it;</p> <p>(h) a proceeding based on a sexual assault;</p> <p>(h.1) a proceeding based on any other misconduct of a sexual nature if, at the time of the misconduct, the person with the claim was a minor or any of the following applied with respect to the relationship between the person with the claim and the person who committed the misconduct:</p> <p>(i) the other person had charge of the person with the claim,</p> <p>(ii) the other person was in a position of trust or authority in relation to the person with the claim,</p> <p>(iii) the person with the claim was financially, emotionally, physically or otherwise dependent on the other person;</p> <p>(h.2) a proceeding based on an assault if, at the time of the assault, the person with the claim was a minor or any of the following applied with respect to the relationship between the person with the claim and the person who committed the assault:</p> <p>(i) they had an intimate relationship,</p> <p>(ii) the person with the claim was financially, emotionally, physically or otherwise dependent on the other person;</p> <p>(i) a proceeding to recover money owing to the Crown in respect of,</p> <p>(i) fines, taxes and penalties, or</p> <p>(ii) interest that may be added to a tax or penalty under an Act;</p> <p>(j) a proceeding described in subsection (2) that is brought by,</p> <p>(i) the Crown, or</p> <p>(ii) a delivery agent under the Ontario Disability Support Program Act, 1997 or the Ontario Works Act, 1997; or</p> <p>(k) a proceeding to recover money owing in respect of student loans, medical resident loans, awards or grants made under the Ministry of Training, Colleges</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>and Universities Act, the Canada Student Financial Assistance Act or the Canada Student Loans Act.</p> <p>(l) a proceeding under subsection 4 (1) of the Justice for Victims of Terrorism Act (Canada).</p> <p>(1.1) Clauses (1) (h), (h.1), (h.2) and (l) apply to a proceeding whenever the act on which the claim is based occurred or the proceeding was commenced, and regardless of the expiry of any previously applicable limitation period. 2024, c. 27, Sched. 9, s. 1 (2).</p> <p>(1.2) Subsection (1.1) does not apply in the case of a proceeding that,</p> <p>(a) has been dismissed by a court and no further appeal is available; or</p> <p>(b) has been settled by the parties and the settlement is legally binding.</p> <p>(1.3) For greater certainty, clauses (1)(h),(h.1) and (h.2) are not limited in any way with respect to the claims that may be made in the proceeding in relation to the applicable act, which may include claims for negligence, for breach of fiduciary or any other duty or for vicarious liability.</p> <p>.....</p> <p>(4) This section and section 17 prevail over anything in section 15.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g121 Environmental Protection Act - Waste Spills & Complaints 5 years		OENV-Ev.Pr.-459 — Waste Management System — Inspection, Complaint and Maintenance Records	Registrations under Part II.2 of the Act — Waste Management Systems Regulation, under the Environmental Protection Act, O. Reg. 351/12, ss. 5 (1)	5 years	<p>5.(1) A person who engages in an activity prescribed by section 2 shall ensure that each of the following records with respect to the waste management system and the waste transportation vehicles that are part of the waste management system is retained for a period of five years from the day it is created:</p> <p>1. A record of the following information with respect to any spill of a pollutant from a waste transportation vehicle:</p> <ul style="list-style-type: none"> i. The date and time when the spill occurred. ii. The quantity and type of the pollutant spilled. iii. The location of the spill. iv. The cause of the spill. v. A summary of the action taken with respect to the spill, including whether the Ministry, a municipality or person has been notified with respect to the circumstances of the spill. vi. A summary of any operational or equipment changes that have been made to prevent a similar spill from occurring. <p>2. A record of the following information with respect to each complaint received by the person with respect to the waste management system, if the complaint relates to the natural environment:</p> <ul style="list-style-type: none"> i. The date and time when the complaint was received. ii. A copy of the complaint, if it is a written complaint. iii. A summary of the complaint, if it is not a written complaint. iv. A summary of measures taken, if any, to address the complaint.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g122 Child Care and Early Years Act – medication administration as per Controlled Drugs & Substances Act (Canada)		OSS-CCEY-19 — Child Care Centres / Home Child Care Agency Licensees — Administration of Drugs or Medication Records	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 40(1)(a); as am. O. Reg. 254/19, s. 10	Not specified “shall ensure”	40.(1) Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (a) a written procedure is established for, (i) the administration of any drug or medication to a child receiving child care at a child care centre operated by the licensee or at a premises where it oversees the provision of home child care, and (ii) the keeping of records with respect to the administration of drugs and medications;
g123 Child Care and Early Years Act – Fire System & Equipment Tests 1 year		OSS-CCEY-26 — Child Care Centres / Home Child Care Agency Licensees — Fire Alarm System and Fire Protection Equipment Tests	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 68(1)(e)	Event + 1 year (12 months) (Event = Date or drill or test)	68.(1) Every licensee shall ensure that in respect of each child care centre it operates,. . . (e) a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is kept for at least 12 months from the date of the drill or test;

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g124 Child Care and Early Years Act – Operations Shall keep		OSS-CCEY-16 — Child Care Centres / Home Child Care Agency Licensees — First-Aid Manuals	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 34	Event = Ensure available in centre operates or premises where provision of home child care	34. Every licensee shall ensure that there is a first-aid kit and first-aid manual that is readily available for first-aid treatment in each child care centre it operates and in each premises where it oversees the provision of home child care.
		OSS-CCEY-29 — Child Care Centres / Home Child Care Agency Licensees — Register of Premises	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 74(1)	Event = Shall ensure kept at home child care agency	74. (1) Every licensee of a home child care agency shall ensure that a register that lists the addresses of each premises where it oversees the provision of home child care, the names and addresses of the children receiving child care in each premises and the name of the home child care provider in each premises is kept at the home child care agency.
		OSS-CCEY-30 — Child Care Centres / Home Child Care Agency Licensees — Agreements	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 75	Not specified “shall keep at child care centre, home or agency”	75.(1) Every licensee of a home child care agency shall enter into an agreement with each home child care provider at a premises where the licensee oversees the provision of home child care and shall keep a copy of each such agreement at the home child care agency. (2) Every licensee who agrees to operate a child care centre or home child care agency on behalf of a service system manager or First Nation shall ensure that a copy of the agreement with the service system manager or First Nation is kept at the child care centre or home child care agency.

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g125 Child Care and Early Years Act – Reports & Records 3 years		OSS-CCEY-11 — Service System Managers — Reports, Documents and Information	Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1, s. 59	Keep to provide Minister on request	<p>59.(1) A service system manager shall give the Minister,</p> <p>(a) such reports as the regulations require; and</p> <p>(b) such reports, documents and information as the Minister requests.</p> <p>(2) A service system manager shall give reports, documents and information requested under clause (1) (b) at the times the Minister specifies.</p> <p>(3) The reports, documents and information required under subsection (1) must be given in a manner authorized by the Minister.</p>
		OSS-CCEY-13 — Home Child Care Agency Licensees — Quarterly Inspection Records	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 26	Not specified “shall ensure”	<p>26.(1) Every licensee of a home child care agency shall ensure that before a premises is used as a premises where the licensee is to oversee the provision of home child care, the premises, including the outdoor play space, is inspected by a home child care visitor employed by the licensee to ensure compliance with the Act and this Regulation and, where the premises is so used, that further inspections are carried out without prior notice to the home child care provider, at least once in every quarter of each calendar year, and at such other times as the director may require.</p> <p>(2) The home child care visitor shall use any checklist provided by the director in performing an inspection of a home child care premises.</p> <p>(3) The licensee shall ensure that a record is made of each inspection conducted under subsection (1).</p>

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		OSS-CCEY-14 — Child Care Centres / Home Child Care Agency Licensees — Local Medical Officer of Health Reports	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 32(2)	Event = shall ensure, kept on premises of child care centre or home child care agency	<p>32.(2) Every licensee shall ensure that, where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a child care centre operated by the licensee or a premises where it oversees the provision of home child care,</p> <p>(a) a copy of the report is kept on the premises of the child care centre or home child care agency; and</p> <p>(b) if the report includes any direction or order,</p> <p>(i) a copy of the direction or order is sent immediately to a program adviser, and</p> <p>(ii) a program adviser is immediately notified of any enforcement action taken against the licensee in relation to the direction or order.</p>
		OSS-CCEY-15 — Child Care Centres / Home Child Care Agency Licensees — Health Inspection, Child Health, Safety or Well-Being Daily Records	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, ss. 32(3), 37	Not specified “shall ensure maintained/recorded”	<p>32.(3) Every licensee shall ensure that in respect of each child care centre it operates and each premises where it oversees the provision of home child care, a record is kept of all inspections made by any person referred to in subsection (2) or by any inspector or program adviser.</p> <p>.....</p> <p>37.(1) Every licensee of a child care centre or home child care agency shall ensure that a daily written record is maintained that includes a summary of any incident affecting the health, safety or well-being of,</p> <p>(a) any child receiving child care at a child care centre operated by the licensee;</p> <p>(b) any staff at a child care centre operated by the licensee;</p> <p>(c) any child receiving child care at a premises where the licensee oversees the provision of home child care; or</p> <p>(d) any person providing child care at a premises where the licensee oversees the provision of home child care.</p> <p>(2) If an incident described in clause (1) (a) or (c) occurs, the licensee shall ensure that a parent of the child is notified unless a parent has already been notified of the incident pursuant to the requirements in section 36.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OSS-CCEY-18 — Child Care Centres / Home Child Care Agency Licensees — Serious Occurrence Records	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 38; as am. O. Reg. 51/18, s. 16; as am. O. Reg. 254/19, s. 9	Event = Keep in accordance with s. 82 (3 years)	38.(1) Every licensee shall ensure that, (a) there are written policies and procedures with respect to serious occurrences in each child care centre operated by the licensee and each premises where it oversees the provision of home child care, that address, at a minimum, how to identify, respond to and report a serious occurrence (b) a report is provided to a program adviser of any serious occurrence in any child care centre operated by the licensee or any premises where it oversees the provision of home child care within 24 hours of the licensee or supervisor becoming aware of the occurrence; (c) a summary of the report provided under clause (b) and of any action taken as a result is posted for at least 10 business days in a conspicuous place at the child care centre or home child care premises; and (d) the report and the summary of the report are each kept in accordance with section 82.
		OSS-CCEY-21 — Child Care Centres / Home Child Care Agency Licensees — Menus	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 43(2)	Event + 1 month (30 days) (Event = Last day applicable)	43.(2) A menu referred to in subsection (1) shall be kept by the licensee for thirty days after the last day for which it is applicable.

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		OSS-CCEY-33 — Child Care Centres / Home Child Care Agency Licensees — Records, Report or Other Documents	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 82	3 years	<p>82. (1) Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made, unless otherwise specified, and shall ensure that the record, report or document is made available for inspection by an inspector or program adviser at all times.</p> <p>(2) Unless otherwise specified in this Regulation, any record, report or other document required under this Regulation, or any other regulation made under the Act, may be made or kept in either a hard copy or electronic format.</p>
		OSS-CCEY-34 — Child Care Centres / Home Child Care Agency Licensees — Disclosure Records	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 83(2)	3 years	<p>83.(2) For the purposes of subsection 12(2) of the Act, the person making the written disclosure referred to in subsection (1) shall keep a record of the written disclosure.</p>
		OSS-CCEY-36 — Child Care Centres / Home Child Care Agency Licensees — Procedures Review Records	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 6.1(6), (7), (8); as en.O. Reg. 126/16, s. 6; as am. O. Reg. 51/18, s. 4(1), (2)	3 years	<p>6.1(7) Every licensee of a child care centre or home child care agency shall have written policies and procedures that set out,</p> <p>(a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and</p> <p>(b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed.</p> <p>(8) Every licensee shall ensure that records of compliance or contraventions are kept in accordance with section 82</p>

<p>g126</p> <p>Child Care and Early Years Act – Child Records</p> <p>Discharge & 3 years</p>		<p>OSS-CCEY-28 — Child Care Centres / Home Child Care Agency Licensees — Children’s Records</p>	<p>General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 72; as am. O. Reg. 126/16, s. 43(1) to (3); as am. O. Reg. 51/18, s. 24; s. 73</p>	<p>Event + 3 years (Event = Child discharged)</p>	<p>72.(1) Every licensee shall ensure that up-to-date records are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee or receiving child care at a premises where it oversees the provision of home child care:</p> <ol style="list-style-type: none"> 1. An application for enrolment signed by a parent of the child. 2. The name, date of birth and home address of the child. 3. The names, home addresses and telephone numbers of the parents of the child. 5. The names of persons to whom the child may be released and, if applicable, a copy of any written permission signed by a parent of the child permitting the child to be released from the program at a specified time on their own, without supervision. 6. The date of admission of the child. 7. The date of discharge of the child. 8. The child’s previous history of communicable diseases, conditions requiring medical attention and, in the case of a child who is not in attendance at a school or private school within the meaning of the <i>Education Act</i>, immunization or required form completed by a parent or legally qualified medical practitioner as to why the child should not be immunized. 9. Any symptoms indicative of ill health. 9.1 A copy of any individualized plan. 10. Written instructions signed by a parent of the child for any medical treatment or drug or medication that is to be administered during the hours the child receives child care. 11. Any written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest or physical activity. 12. A copy of any written recommendation referred to in subsection 33.1(1) from a child’s physician regarding the placement of a child for sleep. <p>(2) The records listed in subsection (1) shall be kept, as the case may be,</p> <p>(a) on the premises of the child care centre at which the child receives child care; or</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(b) at the home child care premises where the child receives child care and at the home child care agency overseeing the provision of such care.</p> <p>(3) Every licensee shall ensure that a record is kept of the daily attendance of each child receiving child care in each child care centre it operates and in each premises where it oversees the provision of home child care showing the time of arrival and the time of departure of each child or if a child is absent.</p> <p>(4) Every licensee shall ensure that a record is kept of the daily attendance of each child in a licensed age group, including each child who was in the group each day and the hours during which they were in the group.</p> <p>(5) Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>(6) Every licensee shall ensure that,</p> <p>(a) the medical officer of health or his or her designate, upon producing proper identification, is permitted to inspect the records referred to in paragraphs 2,3,8 and 9 of subsection (1) and subsections (3) and (4); and</p> <p>(b) copies of those records are provided to him or her on request.</p> <p>73. No licensee shall require as a condition of providing care for a child at a child care centre or with a home child care agency it operates a prior consent from a parent of the child to the release of information with respect to the child.</p>
g127 Child Care and Early Years Act –		OSS-CCEY-31 — Child Care Centres / Home Child Care Agency	General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 6(1), s. 82(1)	Not specified “keep a record”	<p>6. (1) Subject to subsections (2) and (3), every licensee shall be responsible for the operation and management of each child care centre or home child care agency it operates, including the program, financial and personnel administration of each such child care centre or home child care agency.</p> <p>.....</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
Financial Records		Licensees — Financial Records			82. (1) Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made, unless otherwise specified, and shall ensure that the record, report or document is made available for inspection by an inspector or program adviser at all times.
g128 Development Charges Act – Development Charges Study Study preparation + 15 years			Development Charges Act, 1997, S.O. 1997, c. 27, ss. 5(1) par. 2, par. 4.	15 years	<p>5. (1) The following is the method that must be used, in developing a development charge by-law, to determine the development charges that may be imposed:</p> <p>...</p> <p>2. The increase in the need for service attributable to the anticipated development must be estimated for each service to which the development charge by-law would relate.</p> <p>...</p> <p>4. The estimate under paragraph 2 must not include an increase that would result in the level of service exceeding the average level of that service provided in the municipality over the 15-year period immediately preceding the preparation of the background study required under section 10. How the level of service and average level of service is determined may be governed by the regulations.</p>

<p>g129</p> <p>Nutrient Management Act, 2002</p>		<p>OAF-Nt.Mg.-6 — NASM Plans / Annual Review and Update of Nutrient Management Strategy or Plans Records</p>	<p>General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, <u>s. 28.1</u>; <u>as am. O. Reg. 511/05, s. 17</u>; ss. 26.2.(1)(a), (e), (4), 26.3; as en. O. Reg. 338/09, ss. 25, 26</p>	<p>Not specified “shall prepare”</p>	<p>26.2(1) A NASM plan for a NASM plan area, (a) must be prepared by a person qualified to do so under Part X; (e) must be signed by, (i) the owner of the operation or the owner’s authorized agent, (ii) the owner of the land where the NASM plan area is located, or the owner’s authorized agent, and (iii) the person who prepared the NASM plan, who is also referred to in clause (a). (4) A NASM plan may be prepared for one year or more, up to a maximum of five years, and must identify the year or years for which it is prepared. 26.3(1) Subject to subsection (2), a NASM plan ceases to be in force for an agricultural operation carried out on a NASM plan area on December 31 of the last year set out in the plan.</p> <p>(2) If there is a change of ownership or control of the agricultural operation, the plan ceases to be in force on the day the change takes place. 28.1 The person who owns or controls an agricultural operation shall, on or before February 15 in each year,</p> <p>(a) review and, if necessary, update any nutrient management strategy, plan or NASM plan that relates to the operation to ensure that it accurately reflects the operation on the farm unit or NASM plan area during the current year, including any anticipated changes to the operation during the current year; and</p> <p>(b) prepare a written statement that,</p> <p>(i) indicates that an annual review of the nutrient management strategy, plan or NASM plan was completed in compliance with this section,</p> <p>(ii) indicates whether the annual review identified any change in operations that requires an update to the nutrient management strategy, plan or NASM plan, as the case may be, and</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					(iii) if an update to the nutrient management strategy, plan or NASM plan, as the case may be, was required as a result of the annual review, briefly describes the update and the date the document was updated.
		OAF-Nt.Mg.-7 — Brokers — Prescribed Generator Materials Agreement Records	General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, ss. 36.(2), (3); as am. O. Reg. 447/03, s. 17; as am. O. Reg. 511/05, s. 21; as am. O. Reg. 338/09, s. 40.(3)	Event + 4 years (Event = Date of receiving source materials)	36.(2) A broker who is required to enter into an agreement described in subsection (1) shall create a record of the following information: 1. The type and quantity of the agricultural source materials to be received and the projected date of receipt. 2. A description of the operation in the course of which the materials were generated. 3. The operation identifier for the operation in the course of which the materials were generated or for the farm unit where the operation is carried out. (3) The broker shall retain the records required by subsection (2) for four years after the date of receiving the agricultural source materials.
		OAF-Nt.Mg.-8 — Brokers — Prescribed Material Transfer Agreement Records	General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, ss. 37.(2), (3); as am. O. Reg. 511/05, s. 22; as am. O. Reg. 338/09, ss. 41.(3), (4)	Event + 4 years (Event = Date of transferring source materials)	37.(2) The broker shall create a record of the following information: 1. The type and quantity of agricultural source materials transferred and the date of transfer. 2. A description of the operation to which the materials are transferred. 3. The operation identifier for the operation or for the farm unit where the operation is carried out, if applicable. 4. The approval number assigned by the Director to the nutrient management strategy or NASM plan for the farm unit or operation, if applicable. (3) The broker shall retain the records required by subsection (2) for four years after the date of transferring the agricultural source materials

		OAF-Nt.Mg.-12 — Owners / Operators — Nutrient Management Strategy/Plan Operation Records and Annual Reports, Site Characterization Plans, Sampling and NASM Application Area Records	General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, s. 110; as am. O. Reg. 447/03, s. 61; as am. O. Reg. 511/05, s. 65; as am. O. Reg. 338/09, s. 78; as am. O. Reg. 204/19, s. 12; <u>ss.</u> <u>111, 112, 113</u> ; as am. O. Reg. 338/09, s. 79; as am. O. Reg. 204/19, s. 13	Event + 2 years (Event = NMS or NASM plan or strategy ceases to be in force; at operation location Or: (if permanent nutrient storage facility used to store NASM) (O. Reg. 267/03, s. 113(2)(a)) Event + 5 years (Event = NASM last stored there) Or: (if permanent nutrient storage facility used to store ASM) (O. Reg. 267/03, s. 113(2)(b)) Event + 2 years (Event = ASM last stored there) (O. Reg. 267/03, s. 113(2)(c))	110.(1) Every owner or operator of an agricultural operation for which this Regulation requires a nutrient management strategy, a nutrient management plan or a NASM plan shall keep the following records 1. Copies of the strategy, plan or NASM plan. 2. The written statement required under clause 28.1(b). 3. The site characterization, if any, that Part VIII requires for the farm unit on which the operation is carried out. (2) If Category 1 NASM is applied to land in the course of an agricultural operation but this Regulation does not require the owner or operator to have a NASM plan, the owner or operator shall keep records, (a) identifying the NASM application area; (b) stating the type, quantities and source of NASM that was applied, and the dates on which it was applied; and (c) stating the results of any sampling and analysis required by this Regulation. 111. In addition to section 110, a person who holds a certificate or licence under Part X shall keep a copy of it at the location of the person's operation or business. 112. A person who is required to keep records under section 110 shall, (a) keep them by means of paper copies, mechanical, electronic or other devices; (b) take adequate precautions, appropriate to the means used, to guard against the risk of falsification or alteration of the information in the records; and (c) provides a means for making the information in the records available in an accurate and intelligible form within a reasonable time to any person lawfully entitled to examine the records. 113.(1) A person who is required to keep records under section 110 shall ensure that the records are stored, (a) at the location of the operation; or (b) at another location that is accessible to the operator of the operation at all times, if it is not practical to comply with clause (a).
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
				Or: (if If Category 1 NASM is applied) Event + 2 years (Event = Day record created) (O. Reg. 267/03, s. 113(2)(d))	(2) The person shall ensure that the records are kept in storage, (a) in the case of records relating to a nutrient management strategy, plan or NASM plan, for at least two years after the day the strategy, plan or NASM plan ceases to be in force; (a.1) in the case of the written statement required under clause 28.1 (b), for at least two years after the statement is made; (b) in the case of records relating to a permanent nutrient storage facility that was used to store NASM, for at least five years after NASM was last stored there; (c) in the case of records relating to a permanent nutrient storage facility that was used to store ASM, for at least two years after ASM was last stored there; (d) in the case of records described in subsection 110(2), for a period of at least two years after the day the record is created.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OAF-Nt.Mg.-15 — Owner / Operators — Records Location and Retention	General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, s. 113; as am. O. Reg. 338/09, s. 79; as am. O. Reg. 204/19, s. 13	Records relating to nutrient management strategy, plan or NASM plan Event + 2 years (Event = Day strategy, plan or NASM plan ceases to be in force) Permanent nutrient storage facility used to store NASM records Event + 5 years (Event = NASM last stored there) Permanent nutrient storage facility records Event + 2 years (Event = ASM last stored there) Subsection 110.(2) records Event + 2 years (Event = Day record created)	113.(1) A person who is required to keep records under section 110 shall ensure that the records are stored, (a) at the location of the operation; or (b) at another location that is accessible to the operator of the operation at all times, if it is not practical to comply with clause (a). (2) The person shall ensure that the records are kept in storage, (a) in the case of records relating to a nutrient management strategy, plan or NASM plan, for at least two years after the day the strategy, plan or NASM plan ceases to be in force; (a.1) in the case of the written statement required under clause 28.1 (b), for at least two years after the statement is made; (b) in the case of records relating to a permanent nutrient storage facility that was used to store NASM, for at least five years after NASM was last stored there; (c) in the case of records relating to a permanent nutrient storage facility that was used to store ASM, for at least two years after ASM was last stored there; (d) in the case of records described in subsection 110.(2), for a period of at least two years after the day the record is created.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OAF-Nt.Mg.-22 — Agricultural Operation Strategies or Plan Development Certificates / Broker Certificates / Prescribed Materials Application Business Licences and Nutrient Application Technician Licences — Limitation (Expiry) Period	General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, ss. 100.(6), 104. (7), 105.(6), 106.(6); as am. O. Reg. 338/09, s. 76	Event + 5 years (Event = Date issued)	100.(6) An agricultural operation strategy or plan development certificate expires on the fifth anniversary of the date on which it is issued. 104. (7) A broker certificate expires on the fifth anniversary of the date on which it is issued. 105.(6) A prescribed materials application business licence expires on the fifth anniversary of the date on which it is issued. 106.(6) A nutrient application technician licence expires on the fifth anniversary of the date on which it is issued.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OAF-Nt.Mg.-30 — NASM Plan Development Certificates — Limitation Period	General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, s. 102(5), s. 109.2; as en. O. Reg. 338/09, s. 76	Event + 5 years (Event = Date issued)	102.(5) A NASM plan development certificate expires on the fifth anniversary of the date on which it is issued. 109.2(1) This section applies to any licence or certificate issued under this Part if the fifth anniversary of the day it was issued falls on or after the day this section comes into force but before April 30, 2021. (2) Despite any provision in this Part, a licence or certificate referred to in subsection (1) shall not expire on the fifth anniversary of the day it was issued but shall expire on April 30, 2021. (3) If the holder of a licence or certificate referred to in subsection (1) applies for a renewal of that licence or certificate before its expiry under subsection (2), any requirement under this Part that the applicant obtain a passing grade on an examination no earlier than one year before making the application shall be considered satisfied if the applicant obtained the passing grade on the examination before the beginning of that one year period but no earlier than one year before the day this section comes into force.

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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OAF-Nt.Mg.-40 — Duty to Keep Records - after Regulations Ceases to Apply	Greenhouse Nutrient Feedwater Regulation, under the Nutrient Management Act, 2002, O. Reg. 300/14, s. 72(2) to (5)	Event + 2 years (Event = Regulation ceases to apply; at agricultural operation)	<p>72.(2) A controller of an agricultural operation who is required to keep a record under this section shall ensure that the records are stored,</p> <p>(a) at the agricultural operation; or</p> <p>(b) at another location that is accessible to a controller of the operation at all times, if it is not practical to comply with clause (a).</p> <p>(3) Despite section 1 and subject to subsection (4), if this Regulation ceases to apply in respect of a person who, immediately before this Regulation ceased to apply, had an obligation to keep records under this Regulation, the person shall keep those records for at least two years after it ceases to apply.</p> <p>(4) For the purposes of subsection (3), only the most recently prepared version of a GNF strategy or a GNF plan is required to be kept once this Regulation ceases to apply.</p> <p>(5) A person who is required to keep records under this section shall,</p> <p>(a) keep them by means of paper copies, mechanical, electronic or other devices;</p> <p>(b) take adequate precautions, appropriate to the means used, to guard against the risk of falsification or alteration of the information in the records; and</p> <p>(c) provide a means for making the information in the records available in an accurate and intelligible form within a reasonable time to any person lawfully entitled to examine the records.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g130 Highway Traffic Act – Vehicle Use & Maintenanc e Vehicle ceases to be operated + 2 years	252	OMV-Hi.Tr.-5 — Commercial Motor Vehicle Leasors — Leases	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 20.(1); as am. S. O. 2002, c. 18, Schedule P, s. 7.	Event + 1 year (Event = termination of lease)	20.(1) Every person who gives up possession of a commercial motor vehicle under a lease shall retain a copy of the lease in the person’s place of business for a period of one year after the termination of the lease.

		OMV-Hi.Tr.-56 — Operators — Commercial Motor Vehicle, Trailer and & Trailer Converter Dolly Records	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. Reg. 199/07, s. 16; as am. O. Reg. 242/14, s. 7	Shorter of: 2 years Or: Event + 0.5 years (6 months) (Event = Vehicle ceases to be operated by operator)	<p>16.(1) An operator shall keep the following records, in respect of each commercial motor vehicle, trailer and trailer converter dolly operated by the operator:</p> <ol style="list-style-type: none"> 1. Identification records for the vehicle, including, <ol style="list-style-type: none"> i. the vehicle's unit number, if any, ii. the vehicle's year and make, iii. the vehicle's vehicle identification number, and iv. if the vehicle is not owned by the operator, the name of the person that supplies the vehicle to the operator, and the first and last dates on which the vehicle was operated by the operator. 2. A record of the inspections and maintenance of and repairs to the vehicle, including, <ol style="list-style-type: none"> i. the nature of the inspections, maintenance and repairs, ii. the name of the person who conducted each inspection and performed each maintenance or repair, iii. if an inspection, maintenance or repair was conducted or performed by someone other than the operator or a person employed by the operator, the invoice or other record of the inspection, maintenance or repair provided by the person who conducted or performed it, iv. if a part was purchased and used in maintenance or in a repair, the invoice or receipt for the part, and v. if the vehicle has an odometer, the odometer reading of the vehicle at the end of the inspection, maintenance or repair. 3. The types and frequency of inspections and maintenance required to be carried out on the vehicle under the operator's system of periodic inspections and maintenance. 4. A record of any axle or suspension modifications of the vehicle that affect the manufacturer's gross vehicle weight rating or gross axle weight weighting. 5. Copies of safety standards certificates and annual inspection certificates and semi-annual inspection certificates issued in respect of the vehicle, and copies of equivalent documents from other jurisdictions issued in respect of the vehicle.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>6. In the case of a motor coach, every under-vehicle inspection report for the motor coach submitted to the operator under section 13.</p> <p>7. Copies of the notices and reports submitted to the operator under section 10.</p> <p>(2) An operator shall retain the records described in subsection (1) for at least two years or, if a record relates to a vehicle that ceases to be operated by the operator, for six months after the vehicle ceases to be operated by the operator, whichever period is shorter.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g132 Environmental Protection Act – Compliance Approvals cease to apply		Environmental Protection Act – Compliance Approvals	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 20.4(1), (2), (4), 20.22(2), 2.1.	Not specified “shall ensure”	<p>20.4(4) Despite subsections (1) and (2), an environmental compliance approval remains in effect unless it is suspended or revoked by the Director. 2010, c. 16, Sched. 7, s. 2 (15).</p> <p>20.4(1) A holder of an environmental compliance approval may apply for a review of the approval. 2010, c. 16, Sched. 7, s. 2 (15).</p> <p>(2) A holder of an environmental compliance approval shall apply for a review of the approval, (a) on or before the date specified by the Director, if the Director has specified a date under section 20.12; or (b) if no date has been specified by the Director, on or before the date prescribed under subsection 176(1.2).</p> <p>....</p> <p>20.22 (2) A person who engages in a registered activity shall ensure that the confirmation of registration is retained and that, (a) the registration is maintained and updated in accordance with the regulations; and (b) the registration includes any information, reports, records or documents as may be required by the Director or as may be prescribed by the regulations. 2010, c. 16, Sched. 7, s. 2 (19).</p> <p>Application: <u>2.1</u> For the purposes of this Act and the regulations made under it and any other Act and the regulations made under any other Act, (a) any reference to an environmental compliance approval includes, (i) a certificate of approval or provisional certificate of approval issued under section 9 or 39 before the day this section comes into force, and (ii) an approval granted under section 53 of the <i>Ontario Water Resources Act</i> before the day this section comes into force; and (b) any certificate of approval, provisional certificate of approval or approval mentioned in subclause (a) (i) or (ii) may be amended, reviewed, suspended and revoked as if it were an environmental compliance approval. 2010, c. 16, Sched. 7, s. 2 (3).</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g133 Land Titles Act – Limitation 6 years		OLR-Ln.Tt.-22 — Fraudulent Entries Offence Proceedings — Limitation Period	Land Titles Act, R.S.O. 1990, c. L.5, s. 156.(1), (4); as en. S.O. 2006, c. 34, s. 15.(11)	Event + 6 years (Event = Facts first came to knowledge of Director of Titles)	156. (4) No proceeding under this section shall be commenced more than six years after the facts upon which the proceeding is based first came to the knowledge of the Director of Titles. 156.(1) A person is guilty of an offence if the person fraudulently procures or attempts to fraudulently procure a fraudulent entry on the register, an erasure or deletion from the register or an alteration of the register
g145 Planning Act	532	OMUN-Plan.-22 — Agreements Beyond Perpetuity Period for Renewable Energy Projects — Limitation Period	Planning Act, R.S.O. 1990, c. P.13, ss. 50(3)(d. 1), (5)(c.1); as am. S.O. 1998, c. 15, Sched. E, ss. 50(3) (b.1), (c), (d.1)	50 years	50.(3) No person shall convey land by way of a deed or transfer, or grant, assign or exercise a power of appointment with respect to land, or mortgage or charge land, or enter into an agreement of sale and purchase of land or enter into any agreement that has the effect of granting the use of or right in land directly or by entitlement to renewal for a period of twenty-one years or more unless, . . . (b.1) the land is being leased for a period of not less than 21 years and not more than 99 years, for the purpose of constructing or erecting a building or project that will contain affordable housing units; (c) the land or any use of or right therein is being acquired or disposed of by the Crown in right of Canada, the Crown in right of Ontario or by any municipality; (d.1) the land, (ii) is being leased for the purpose of a land lease community home, as defined in subsection 46 (1) of this Act, for a period of not less than 21 years and not more than 49 years;
g146 Waste Audit & Reduction 5 years		OENV-Ev.Pr.-292 — Waste Audit or Reduction Work Plans	Waste Audits and Waste Reduction Work Plans Regulation, under the Environmental Protection Act, O. Reg. 102/94, s. 5(1)	Event + 5 years (Event = Report prepared)	5.(1) A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall retain a copy of the report or plan for at least five years after it was prepared.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g147 Alternative Low-Carbon Fuels 3 years		OENV-Ev.Pr.-465 — Proponents — Consultation Reports / Oral Comments Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, ss. 4 par. 3; s. 8	Keep to make available on request/ shall contain	<p>4. The Director shall not issue an environmental compliance approval in respect of an ALCF application unless the following conditions are satisfied: . . .</p> <p>3. If the application is not in respect of a demonstration project, the application includes a statement by the proponent confirming that the proponent has complied with the notice and consultation requirements in this Regulation and that a copy of the consultation report prepared in accordance with section 8 or 8.1, as the case may be, is available on the proponent’s website and will be provided to a person who requests it.</p> <p>.</p> <p>8.(1) Before submitting an ALCF application that is not in respect of a demonstration project, the proponent shall prepare and make available to the public on the proponent’s website a copy of a written consultation report containing the information set out in subsection (2) and shall provide a copy of it to a person who requests it.</p> <p>(2) The consultation report shall contain the following information:</p> <ol style="list-style-type: none"> 1. A description of the consultations carried out. 2. Summaries of the information provided at the public meetings by the proponent, copies of all written comments submitted and records of oral comments made, either at public meetings or by other means. 3. A summary of discussions that the proponent had with aboriginal communities, copies of all written comments submitted and records of oral comments made by aboriginal communities, either at public meetings or by other means. 4. A description of what the proponent did to respond to concerns expressed in the course of the consultations. 5. Copies of notices, reports and other materials prepared for and used in the public meetings.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
		OENV-Ev.Pr.-466 — Proponents — Carbon Dioxide Emission Intensity Reports / Statements	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, ss. 11(1) pars. 7, 8; ss. 11. (2)	Event + 3 years (Event = Day ALCF application submitted)	<p>11.(1) For the purposes of paragraph 1 of section 4, the proponent shall ensure that a written carbon dioxide emission intensity report is prepared by a licensed engineering practitioner, consisting of the following:</p> <p>.....</p> <p>7. A statement by the licensed engineering practitioner who prepared the report, providing that,</p> <p>i. the carbon dioxide emission intensities of the coal or coke and of the alternative low-carbon fuel have been determined in accordance with this Regulation, and</p> <p>ii. the carbon dioxide emission intensity of the alternative low-carbon fuel proposed to be combusted is less than the carbon dioxide emission intensity of the coal or coke in the place of which the alternative low-carbon fuel is proposed to be combusted.</p> <p>8. A statement signed and dated by the proponent or a person who is authorized by the proponent to make the statement, certifying that the information given to the licensed engineering practitioner to prepare the report is complete and accurate.</p> <p>(2) A statement made under paragraph 7 or 8 of subsection (1) shall not be made on a day that is more than three years before the day on which the ALCF application is submitted to the Director.</p>

		OENV-Ev.Pr.-467 — ALCF Environmental Compliance Approval Holders — Deficiency Visual Inspection Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 13	Event + 2 years (Event = Deficiency identified/rem edied)	<p>13.(1) The holder of an environmental compliance approval issued as a result of an ALCF application shall ensure that the following rules are complied with in respect of alternative low-carbon fuel described in paragraph 1 of the definition of “alternative low-carbon fuel” in subsection 1(1) at the alternative low-carbon fuel site that is the subject of the approval:</p> <p>1. On each day that the site is in operation, a visual inspection shall be conducted of the fuel handling facilities, fuel storage facilities and fuel storage areas to determine whether the fuel is stored, handled and maintained in accordance with section 12.</p> <p>2. Any deficiencies in the fuel handling facilities, fuel storage facilities or fuel storage areas identified during a visual inspection mentioned in paragraph 1 or at any other time shall be remedied forthwith.</p> <p>3. Immediately after the completion of each visual inspection mentioned in paragraph 1, an inspection record shall be prepared setting out,</p> <ul style="list-style-type: none"> i. the name and position of the person who performed the inspection, ii. the date of the inspection, iii. the amount, type and location of fuel stored at the site at the time of the inspection, and iv. a description of any deficiencies identified and recommendations regarding steps that should be taken to remedy the deficiencies. <p>4. If a deficiency is identified at a time other than during a visual inspection mentioned in paragraph 1, a record shall be prepared immediately setting out the name and position of the person who identified the deficiency, the date on which it was identified, a description of the deficiency and recommendations regarding steps that should be taken to remedy the deficiency.</p> <p>5. After a deficiency mentioned in paragraph 2 has been remedied, a record shall be prepared setting out the day on which the deficiency was remedied and a description of the remedial actions taken.</p> <p>(2) The holder of an environmental compliance approval mentioned in subsection (1) shall retain,</p> <ul style="list-style-type: none"> (a) a record mentioned in paragraph 3 or 4 of subsection (1) for two years following the day on which the inspection was conducted or the deficiency was identified, as the case may be; and
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					(b) a record mentioned in paragraph 5 of subsection (1) for two years following the day on which the deficiency referred to in the record was remedied.
		OENV-Ev.Pr.-468 — ALCF Environmental Compliance Approval Holders — Fuel Records	Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 14	Event + 2 years (Event = Day fuel described in record received at site)	<p>14.(1) The holder of an environmental compliance approval issued as a result of an ALCF application in respect of an alternative low-carbon fuel site at which alternative low-carbon fuel described in paragraph 1 of the definition of “alternative low-carbon fuel” in subsection 1(1) is combusted shall ensure that a record is prepared each time the fuel is received at the site, setting out the following information:</p> <ol style="list-style-type: none"> 1. The type and amount of the fuel. 2. The source and origin of the fuel. 3. If the vehicle used for transporting the fuel to the site is marked with a number appearing on an environmental compliance approval authorizing the transportation or a registration number appearing on a confirmation of registration under Part II.2 of the Act in respect of the transportation, the number marked on the vehicle. 4. If the vehicle is not marked with a number mentioned in paragraph 3, the name of the person transporting the fuel. <p>(2) The holder of an environmental compliance approval mentioned in subsection (1) shall ensure that a record is prepared each time alternative low-carbon fuel described in paragraph 1 of the definition of “alternative low-carbon fuel” in subsection 1(1) is refused for receipt at the site, setting out the amount of fuel refused and the reason for the refusal.</p> <p>(3) The holder of an environmental compliance approval mentioned in subsection (1) shall retain the records mentioned in subsections (1) and (2) for two years following the day on which the fuel described in the record was received at the site.</p>

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g148 Occupational Health and Safety Act – Construction Training project completion + 1 year	g073	OCON-OHS-31 — Employers — Fall Protection System Training Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 19; s. 26.2; as am. O. Reg. 145/00, s. 13; as am. O. Reg. 252/14, s. 1	Event + 1 year (Event = Project finished)	19. If, under this Regulation, a record is required to be kept available for inspection at a project, the constructor or employer, as the case may be, shall keep the record for at least one year after the project is finished. 26.2(1) An employer shall ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person. (2) The employer shall ensure that the person who provides the training and instruction referred to in subsection (1) prepares a written training and instruction record for each worker and signs the record. (3) The training and instruction record shall include the worker's name and the dates on which training and instruction took place. (4) The employer shall make the training and instruction record for each worker available to an inspector on request.
		OENV-SDW-18 — Owner/Operating Authority of Subsystem — Operator Training Records	Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 128/04, ss. 29.(5) par 1; ss. 29. (7)	5 years	29.(5) The on–the–job practical training that is used to meet the training requirements must meet criteria that includes the following: 1. The training must have documented learning objectives. (7) The owner or operating authority shall ensure that records are maintained for at least five years of all on–the–job practical training completed by the operators employed in the subsystem, including the names of the operators who attend training, the dates of the training, the method used for training, the instructor, the duration of each training session and the subjects covered.

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		OENV-SDW-19 — Owners /Operating Authorities of Subsystem — Water Quality Analysts Training Records	Certification of Drinking–Water System Operators and Water Quality Analysts Regulations, under the Safe Drinking–Water Act, 2002, O. Reg. 128/04, s. 31.(7)	5 years	31.(7) The owner or operating authority shall ensure that records are maintained for at least five years of the on–the–job practical training completed by the water quality analysts employed in the subsystem, including the names of the water quality analysts who attend training, the dates of the training, the method used for training, the instructor, the duration of each training session and the subjects covered.
		OCON-OHS-89 — Employers — Training Program Records. Proof of Training	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 138.(3), (4), 138.1(4), (5); as am. O. Reg. 242/16, s. 11	Event = Shall have readily available at a project”	138.(3) The employer shall ensure that the person who provides the training program referred to in subsection (1) prepares and signs a written record for every worker who successfully completes the program and shall provide such written proof to the worker. (4) A worker shall have the written proof described in subsection (3) readily available at a project. 138.1(4) The employer shall ensure that the person who provides the training program referred to in subsection (2) prepares and signs a written record for every competent worker who successfully completes the program and shall provide such written proof to the competent worker. (5) A competent worker shall have the written proof described in subsection (4) readily available at a project.
		OCON-OHS-105 — Employers / Constructors — Training Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 156.6(2), (3); as am. O. Reg. 345/15, s. 19	Not specified “shall maintain”	156.6(2) The employer shall maintain a record of the training program described in section 156.9 provided to the worker that includes, (a) the worker’s name and the training dates; and (b) the name and signature of the training provider. (3) The employer shall make the training record available to an inspector upon request.

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		OS-OHS-180 — WHMIS — Hazard Assessments and Worker Education Programs	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 3(1), 7; as am. O. Reg. 168/16, ss. 2(1), (3), 7; as am. O. Reg. 458/18, s. 2	Not specified “shall ensure developed/assessment”	<p>3.(1) An employer shall assess all biological and chemical agents produced in the workplace for use therein to determine if they are hazardous materials.</p> <p>7.(1) An employer shall ensure that every worker who works with or who may be exposed in the course of his or her work to a hazardous product is instructed in,</p> <p>(a) the contents required on labels, and the purpose and significance of the information contained on the labels;</p> <p>(b) the contents required on a safety data sheet and the purpose and significance of the information contained on a safety data sheet;</p> <p>(c) procedures for the safe use, storage, handling and disposal of a hazardous product;</p> <p>(d) procedures for the safe use, storage, handling and disposal of a hazardous product when it is contained or transferred in,</p> <p>(i) a pipe,</p> <p>(ii) a piping system including valves,</p> <p>(iii) a process vessel,</p> <p>(iv) a reaction vessel, or</p> <p>(v) a tank car, a tank truck, an ore car, a conveyor belt or a similar conveyance;</p> <p>(e) procedures to be followed when fugitive emissions are present; and</p> <p>(f) procedures to be followed in case of an emergency involving a hazardous product.</p> <p>(2) An employer shall ensure that the program of worker education required by subsection (1) is developed and implemented for the employer’s workplace and is related to any other training, instruction and prevention programs at the workplace.</p> <p>(3) An employer shall ensure, so far as is reasonably practicable, that the program of worker instruction required by subsection (1) results in the workers being able to use the information to protect their health and safety.</p>
g149 Pesticides Act		OPM-Pest.-4 — Public Work Owners /	General Regulation, under the Pesticides Act, O. Reg. 63/09, ss. 19. (6)	Event + 5 years (Event = Annual report prepared)	19(6) For a period of at least five years after an annual report is prepared, a copy of the annual report shall be, kept at the head office of the applicable owner or operator mentioned in subsection (1);

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5 years		Operators — Annual Reports			on request, given immediately to a provincial officer or the Director; and (c) on request, given to any person free of charge within seven days after the request. O. Reg. 134/20, s. 9.
g150 Statements of Defence — not set down to trial 5 years		Statement of Defence Filed but Actions not on Trial List — Limitation Period	Rules of Civil Procedure, under the Courts of Justice Act, R.R.O. 1990, Reg. 194, ss. 48.14 (1); ss. 68.07 (1)	Event + 5 years (Event = Commencement of action)	48.14(1) Unless the court orders otherwise, the registrar shall dismiss an action for delay in either of the following circumstances, subject to subrules (4) to (8): 1. The action has not been set down for trial or terminated by any means by the fifth anniversary of the commencement of the action. 2. The action was struck off a trial list and has not been restored to a trial list or otherwise terminated by any means by the second anniversary of being struck off. 68.07 (1) Unless the court orders otherwise, the Registrar shall dismiss an application to the Divisional Court for delay if the application is not set down for hearing or terminated by any means before the later of the fifth anniversary of the filing of the notice of application under subrule 68.01 (1) and January 1, 2021.