

The Corporation of the Township of Guelph/Eramosa

By-law Number 32/2021

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 54/2017.

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. 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

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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

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- 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.

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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.
- 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.

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- 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 receives its third and final reading by Council.

8. REPEAL

Upon the coming into force of this by-law, By-law No. 54/2017 is hereby repealed.

READ three times and finally passed
this 7th day of June, 2021

DocuSigned by:

Chris White

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Chris White, Mayor

DocuSigned by:

Amanda Knight

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Amanda Knight, Clerk

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Schedule 'A' - Records Retention Schedule

Category	Classification Code	Secondary Heading	Scope Notes	Responsible Department	Total Retention (# of years after current year)	Retention Justification/Citations	Path
Administration	A01	Associations and Organizations	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. Excludes: Membership Fees - see F01	Originating	1	business need	sites/tomrms/Lists/TOMRMS
Administration	A02	Staff Committees and Meetings	Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. Excludes: Council Minutes and Agenda - see C03-C04 Standing Committees - see C05-C06 Health & Safety Committee Meetings – see H04	Originating	4**	business need	sites/tomrms/Lists/TOMRMS
Administration	A03	Computer Systems and Architecture	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. Excludes: Reports - file by subject Acquisitions - see F18	Treasury	S+6	business need	sites/tomrms/Lists/TOMRMS
Administration	A04	Conferences and Seminars	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. Excludes: Speeches and Presentations - see M08 Accommodation & Travel Arrangements – see A13 Employee and Council Expenses - see F09 Ceremonies and Events - see M02 Invoices - see F01 Rental Agreements - see L14	Originating	1** archival review if sponsored by the Municipality	business need	sites/tomrms/Lists/TOMRMS

			Category removed. Records contained should be filed in other classification categories. For: 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 Invoices - see F01	Originating	2**	business need	sites/tomrms/Lists/TOMRMS
Administration	A05	Consultants					
			Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels. Excludes: Assets - see F06 Controlled Drug Substances – see S18 Petroleum Products – see E24	Originating	6	business need	sites/tomrms/Lists/TOMRMS
Administration	A06	Inventory Control					
			Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: Computer Hardware and Software - see A03 Service Agreements - see L14 Assets - see F06	Originating	Disposal of item	business need	sites/tomrms/Lists/TOMRMS
Administration	A07	Office Equipment and Furniture					
			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	business need	sites/tomrms/Lists/TOMRMS
Administration	A08	Office Services					
			Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	15**	g046 g059 g060 g062 g125 g148 g155	sites/tomrms/Lists/TOMRMS
Administration	A09	Policies and Procedures					
			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: Retention By-Law - see C01 Policies and Procedures - see A09 Records Disposition - see A11	Clerk's	S	business need	sites/tomrms/Lists/TOMRMS
Administration	A10	Records Management					
			Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	P	common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence	sites/tomrms/Lists/TOMRMS
Administration	A11	Records Disposition					

Administration	A12	Telecommunications Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: Licenses - see P09 Assets - see F06 Long Distance Call Records – see F01 Agreements - see L04 or L14	Originating	S	business need	sites/tomrms/Lists/TOMRMS
Administration	A13	Travel and Accommodation	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: Employee and Council expenses – see F09	Originating	1	business need	sites/tomrms/Lists/TOMRMS
Administration	A14	Uniforms and Clothing	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.	Originating	S**	business need	sites/tomrms/Lists/TOMRMS
Administration	A15	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets. Excludes: Purchase Orders and Requisitions - see F17 Office Equipment - owned and leased - see A07 Fleet Management - see V01	Originating	2	business need	sites/tomrms/Lists/TOMRMS
Administration	A16	Intergovernmental Relations	Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: Legislation – see L10/L11	Originating	5**	business need	sites/tomrms/Lists/TOMRMS
Administration	A17	Information Access and Privacy	Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses 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: Copies of the Act - see L11 Complaints and Inquiries - see M04	Clerk's	2	g071	sites/tomrms/Lists/TOMRMS

Administration	A18	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: Vandalism Reports - see P05 Computer Security - see A03	Originating	5	business need	sites/tomrms/Lists/TOMRMS
Administration	A19	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**	g059 g073	sites/tomrms/Lists/TOMRMS
Administration	A20	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: Parks Management - see R04 Building Systems – see A26	Originating	5 Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160	sites/tomrms/Lists/TOMRMS
Administration	A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1	business need	sites/tomrms/Lists/TOMRMS
Administration	A22	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	5	g010	sites/tomrms/Lists/TOMRMS
Administration	A23	Information Systems Production Activity and Control	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	IT	2	business need	sites/tomrms/Lists/TOMRMS
Administration	A24	Access Control and Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	IT	5	business need	sites/tomrms/Lists/TOMRMS

Administration	A25	Performance Management/ Quality Assurance	<p>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.</p> <p>Excludes: Employee performance appraisal - see H03 Council Goals & Objectives - see C08 Financial Regulatory reporting, FIR and MPMP – see F27</p>	CAO	6	g110	sites/tomrms/Lists/TOMRMS
Administration	A26	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	sites/tomrms/Lists/TOMRMS
Administration	A27	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	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C01	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	P**	g090 g131	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	Clerk's	S	business need	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C03	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's	S+5	business need	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C04	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	P** working notes = 6 copies = 2	g131	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C05	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	S	business need	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C06	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Clerk's	6**	g015	sites/tomrms/Lists/TOMRMS

Council, Boards & By-Laws	C07	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 Ballot = 120 days after voting or resolution of recount	g069 g070	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C08	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: Environmental Planning – see D03 Official Plan – see D08	Originating	10 **		g052 g159	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	Clerk's	p** copy= 1		g131	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	S		business need	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C11	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	p**		common practice – also included in Council Minutes	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C12	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	p**		g131	sites/tomrms/Lists/TOMRMS
Council, Boards & By-Laws	C13	Accountability Transparency & Governance	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	Clerk's	2		g059	sites/tomrms/Lists/TOMRMS
Development & Planning	D01	Demographic Studies	Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L12	Planning	10**		business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D02	Economic Development	Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: Demographic Studies - see D01 Residential Development - see D04 Tourism Development - see D06 Industrial/Commercial Development - see D21	Planning	10**		business need	sites/tomrms/Lists/TOMRMS

Development & Planning	D03	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: Environmental Monitoring - see E05, E13 - E15 Waste Management - see E07 Source Water Protection Committee— see E20	Planning	15**	g008 g016 g068 g146 g156	sites/tomrms/Lists/TOMRMS
Development & Planning	D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning	10**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D05	Natural Resources Planning	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. Excludes: Tree maintenance – see E04 Natural Resource management and preservation – see E18	Planning	5**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D06	Tourism Development	Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Planning	10**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D07	Condominium Plans	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.	Planning	P Applications = 2 years after final decision	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D08	Official Plans	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.	Clerk's	P**	g090 (15 years) common practice (P)	sites/tomrms/Lists/TOMRMS
Development & Planning	D09	Official Plan Amendment Applications	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.	Planning	Final decision or reflected in revised official plan + 5		sites/tomrms/Lists/TOMRMS
Development & Planning	D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	land titles registration + 6	g133	sites/tomrms/Lists/TOMRMS
Development & Planning	D11	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: Systems for Servicing Land - see relevant subject Site Plan Agreements - see L04	Planning	P Application = 2 years after final decision	business need	sites/tomrms/Lists/TOMRMS

Development & Planning	D12	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	P Application = 2 years after final decision	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D13	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	P	common practice	sites/tomrms/Lists/TOMRMS
Development & Planning	D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: Zoning By-Laws - see C01 Variances - see D13	Planning	Final decision + 2	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D15	Easements	Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Excludes: Original Agreements - see L04	Planning	Termination of right + 6**	g133	sites/tomrms/Lists/TOMRMS
Development & Planning	D16	Encroachments	Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. Excludes: Original Agreements - see L04 Original Encroachment By-Laws - see C01	Planning	Termination of right + 6**	g133	sites/tomrms/Lists/TOMRMS
Development & Planning	D17	Annexation/ Amalgamation	Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	Clerk's	P**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D18	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, ie. RRAP, CMHC. Excludes: Economic Development - see D02	Planning	Completion of project + 6**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D19	Municipal Addressing	Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning	S+10**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	P	business need	sites/tomrms/Lists/TOMRMS

Development & Planning	D21	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**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning	S Excludes actual data residing on these systems	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D23	Agricultural Development	Includes all records regarding development of agricultural growth.	Planning	10**	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D24	Official Plan Background	Includes reports pertaining to amendments and changes to the Official Plan.	Planning	Final Decision + 5	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D25	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	business need	sites/tomrms/Lists/TOMRMS
Development & Planning	D26	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	10**	g128	sites/tomrms/Lists/TOMRMS
Development & Planning	D27	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	business need	sites/tomrms/Lists/TOMRMS
Environmental Services	E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Excludes: Waste Management - see E07 Storm Sewers - see E02 Treatment Plants - see E03 MOE Approvals – see E21 Drawings/As Builts and specifications – see A27	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073 g089	sites/tomrms/Lists/TOMRMS
Environmental Services	E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water. Excludes: Drawings/ As Builts and specifications – see A27	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073	sites/tomrms/Lists/TOMRMS

Environmental Services	E03	Treatment Plants (Wastewater Treatment and Collection Systems)	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. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning. Excludes: Private Sewage Disposal Systems – see E12 Drawings/ As Built and specifications – see A27	Works		g008 report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	g059 g073 g082 g089 g152	sites/tomrms/Lists/TOMRMS
Environmental Services	E04	Tree Maintenance	Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Works	5	business need	g089	sites/tomrms/Lists/TOMRMS
Environmental Services	E05	Air Quality Monitoring	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, dusk, smog or gaseous impurities. Also includes claims and compliance orders. Excludes: Water Quality – see E13 to E15 By-Law Enforcement - see P01 Complaints and Inquiries - see M04 Land Quality Monitoring – see E23	Engineering		later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5**	g008 g089	sites/tomrms/Lists/TOMRMS
Environmental Services	E06	Utilities	Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. Excludes: Site Plans - see D11	Works	5**	business need	g008 g037 g038 g039 g041 g042 g073 g089	sites/tomrms/Lists/TOMRMS
Environmental Services	E07	Waste Management	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. Excludes: Sanitary Sewers - see E01 Environment Planning - see D03 Private Sewage Disposal Systems – see E12 Annual reports on blue boxes, recycling program, etc. – see A25	Works	25	10 or cease to apply + 10** post landfill site closure documentation = closure +	g112 g117 g121 g138	sites/tomrms/Lists/TOMRMS

Environmental Services	E08	Water Works (Drinking Water Plant)	<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, 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.Excludes:</p> <p>Water Pumping Stations – see E03 Drawings/ As Builts and specifications – see A27</p>	Works	15 Specifications =Permanent as per A27	g073 g082 g089 g108 g111	sites/tomrms/Lists/TOMRMS
Environmental Services	E09	Drains	<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: Drawings/ As Builts and specifications – see A27</p>	Works	E+5** Specifications =Permanent as per A27	g073 g082	sites/tomrms/Lists/TOMRMS
Environmental Services	E10	Pits and Quarries	<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: License/permits – see P09</p>	Works	5** Specifications = life of the pit or quarry	g073 g082	sites/tomrms/Lists/TOMRMS
Environmental Services	E11	Nutrient Management	<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> <p>Excludes: Strategy/plan review – see A25</p>	Works	5** or expiry of plan + 2 years	g129 g037	sites/tomrms/Lists/TOMRMS
Environmental Services	E12	Private Sewage Disposal Systems	<p>Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.</p>	Works	7** Specifications = life of system	g082 g129	sites/tomrms/Lists/TOMRMS

Environmental Services	E13	Water Monitoring	<p>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.</p> <p>Excludes: Air Quality Monitoring – see E05 Land Quality Monitoring – see E23 By-Law Enforcement - see P01 Complaints and Inquiries - see M04 Annual reports – see A25</p>	Engineering	created, approved or plan no longer in force + 15	g008 g016 g082 g089 g108 g110 g111 g115	sites/tomrms/Lists/TOMRMS
Environmental Services	E14	Water Sampling	<p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>Includes hydrocarbon records, 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.</p> <p>Excludes: Air Quality Monitoring – see E05 By-Law Enforcement - see P01 Complaints and Inquiries - see M04 Facilities Routine water use, monitoring & testing – see P21</p>	Engineering Child Care Facility	created, approved or plan no longer in force + 15 child care facility plumbing flush and water testing = 6	g008 g016 g082 g089 g108 g110 g111 g115	sites/tomrms/Lists/TOMRMS
Environmental Services	E15	Chemical Sampling of Water	<p>Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.</p> <p>Excludes: Air Quality Monitoring – see E05 By-Law Enforcement - see P01 Complaints and Inquiries - see M04 Facilities Routine water use, monitoring & testing – see P21</p>	Engineering	created, approved or plan no longer in force + 15	g008 g016 g089 g108 g111 g110	sites/tomrms/Lists/TOMRMS
Environmental Services	E16	Backflow Prevention and Cross Connection Control	<p>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.</p>	Engineering	15	g008 g082 g089 g108 g110 g111	sites/tomrms/Lists/TOMRMS

Environmental Services	E17	Energy Management	Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes 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	business need	sites/tomrms/Lists/TOMRMS
Environmental Services	E18	Natural Heritage	Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: Natural Resources Planning – see D05 Tree Maintenance – see E04 Conservation district plans – see R01 Archaeological and heritage site investigation reports – see R01	Works	end of plan or designated year + 3	g057 g072 g089	sites/tomrms/Lists/TOMRMS
Environmental Services	E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy 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.	Engineering	created, approved or facility no longer in force + 15	g060	sites/tomrms/Lists/TOMRMS
Environmental Services	E20	Source Water Protection	Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or 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 Excludes: Risk Management Plans and/or Assessments - see D03 Prohibition Notices and Orders - P20 Contracts and Agreements - Simple (Not Under Seal) - L14 Soil Contamination – E23 Nutrient Management – E11	Engineering	created, approved or plan no longer in force + 15	business need g016 g060	sites/tomrms/Lists/TOMRMS
Environmental Services	E21	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	g038 g089 g115 g144	sites/tomrms/Lists/TOMRMS

Environmental Services	E22	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 maintenance = as long as equipment in use	g108 g115 g116	sites/tomrms/Lists/TOMRMS
Environmental Services	E23	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: 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	g082 g156	sites/tomrms/Lists/TOMRMS
Environmental Services	E24	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 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). Excludes: Underground storage abandonment record – see L07 Major spills – see E23		use = 7 tank install, inspection = system removed + 5	g045 g140 g141 g147 g158	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F01	Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees. Excludes: Cancelled Cheques - see F07 Employee and council expenses – see F09	Treasury	close of fiscal tax year end For welfare & child care payments E = provincial government year end + 7	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096	sites/tomrms/Lists/TOMRMS

Finance & Accounting	F02	Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: Write-offs - see F23 Tax Assessments, Rolls and Tax Arrears - see F22	Treasury	close of fiscal tax year end + 7	g006 g007 g032 g034 g053 g055 g062	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F03	Audits	Includes records regarding internal and external financial audits of accounts. Excludes: Operational audits - see relevant subject. Audited Financial Statements - see Financial Statements, F10	Treasury	6	g032 g069	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: Banking Statements - see F07	Treasury	close of fiscal tax year end + 7	g007 g026 g053 g062	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F05	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**	business need	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F06	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**	g006 g007	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F07	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	g006 g007 g034 g086	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F08	Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14	Treasury	Debentures surrendered for exchange/cancellation + 6	g007	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F09	Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: Attendance - see H01 Honoraria and fees to Council – see F16	Treasury	close of fiscal tax year + 7	g006 g007	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F10	Financial Statements	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	Treasury	P**	g069	sites/tomrms/Lists/TOMRMS

Finance & Accounting	F11	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	g006 g007	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	Treasury	Closure of account + 6	g006	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F13	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	g006 g007 g032 g034 g055	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F14	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**	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F15	General Ledgers and Journals	Includes all records in the Books of Original Entry.	Treasury	P	g001 g006 g007 g032 g034 g055 g131	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F16	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 Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14 Non-payroll related government and statistical reporting – see F27	Treasury	Close of fiscal tax year + 6	g001 g005 g007 g019 g032 g034	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: Quotations and Tenders - see F18	Treasury	Close of fiscal tax year + 7	g006 g007 g032 g053 g062	sites/tomrms/Lists/TOMRMS

Finance & Accounting	F18	Quotations and Tenders	Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: successful quotations and tenders - see Contracts and Agreements, L04	Treasury	E+7** Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Treasury	7	g006 g007 g032 g097	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Treasury	6	g069	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: Accounts Receivable - see F02 Tax Rolls - see F22	Treasury	7 Mortgage related if no disability = 10	g026 g032 g053 g062 g095	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F22	Taxes and Records	Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: Accounts Receivable - see F02 Mortgage Companies - see F02 Correspondence related to tax issues that are not of a long term importance - see F02	Clerk's	P tax rolls = when no longer required for planning purposes	g007 g068 g095 (20 year limitation) g161 common practice (P)	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F23	Write Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable - see F02	Treasury	6 Court services write-offs – 37 years	g006 g007 g027	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F24	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 or last day of residence + 7	g047 g051 g062 g097	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F25	Security Deposit	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	g006 g007	sites/tomrms/Lists/TOMRMS
Finance & Accounting	F26	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: Financial Statements - see F10	Treasury	After completion of audit + 1	business need	sites/tomrms/Lists/TOMRMS

Finance & Accounting	F27	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	business need	sites/tomrms/Lists/TOMRMS
Human Resources	H01	Attendance and Scheduling	Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates. Excludes: Individual Time Sheets - see F16 Vacation Time and Pay – see F16	Personnel	3	driver's daily logs = 6 months public vehicle and trip reports – 1 year	g035 g050 g151 sites/tomrms/Lists/TOMRMS
Human Resources	H02	Benefits Program	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Excludes: Payroll - see F16 Individual Pension and Benefit records – see H10	Personnel	5	business need	sites/tomrms/Lists/TOMRMS
Human Resources	H03	Employee Records	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. Excludes: Grievances – see H14 Harassment – see H15 Health & Safety Training - see H04	Personnel		date employee ceased to be employed by employer + 3 Drinking Water system training record = 5 confined space training = cease to perform work and at least 5 years salt program training = 7 Long-term care home staff = termination + 7 Firefighter employment terms = 25	g035 g045 g065 g103 g139 g148 sites/tomrms/Lists/TOMRMS

Human Resources	H04	Health and Safety	<p>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.</p> <p>Excludes: Accidents of the Public - see P05 Lost-time reports and claims – see H13</p>	Personnel	3	g045 g059 g076 g078 g123 g125	Accident reports for construction projects retained with project 1 year after project completion	sites/tomrms/Lists/TOMRMS
Human Resources	H05	Human Resource Planning	<p>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.</p> <p>Excludes: Employee Records - see H03</p>	Personnel		g054	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	sites/tomrms/Lists/TOMRMS
Human Resources	H06	Job Descriptions	<p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>	Personnel	S**		business need	sites/tomrms/Lists/TOMRMS
Human Resources	H07	Labour Relations	<p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p>Excludes: Collective Agreement – see L04</p>	Personnel		g013	Expiry of contract period + 10**	sites/tomrms/Lists/TOMRMS
Human Resources	H08	Organization Design	<p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p>Excludes: Job Descriptions - see H06</p>	Originating	S**		business need	sites/tomrms/Lists/TOMRMS
Human Resources	H09	Salary Planning	<p>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.</p> <p>Excludes: Employee Records - see H03</p>	Personnel	5		business need	sites/tomrms/Lists/TOMRMS
Human Resources	H10	Pension and Benefits Records	<p>Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.</p> <p>Excludes: Deductions for pensions – see F16 General information on pension plans - H02 Payments made to OMERS - F01</p>	Personnel	6	g001 g088	Termination of employee +	sites/tomrms/Lists/TOMRMS
Human Resources	H11	Recruitment	<p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p>Excludes: Successful applications – see H03</p>	Personnel	1	g071		sites/tomrms/Lists/TOMRMS

					Date when that particular course ceases to be offered + 2**		
					salt use training materials – 7 years		
					drinking water training materials– 5 years		
Human Resources	H12	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	Only courses developed and presented by the Municipality are subject to archival selection	g043 g045 g139 g148	sites/tomrms/Lists/TOMRMS
Human Resources	H13	Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report Excludes: Non lost-time incidents or accidents - See H04 Self-insured STD – See H04	Personnel	Resolution of claim + 3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125	sites/tomrms/Lists/TOMRMS
Human Resources	H14	Grievances	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. Excludes: Harassment & Violence – see H15	Personnel	Resolution of claim + 10	g013 g054	sites/tomrms/Lists/TOMRMS
Human Resources	H15	Harassment And Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: Grievances – see H14 Abuse investigation records not involving staff – P08	Personnel	Resolution of complaint + 3	g054 g059 business need	sites/tomrms/Lists/TOMRMS
Human Resources	H16	Criminal Background Checks	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.	Personnel	date employee ceased to be employed by employer + 7	business need	sites/tomrms/Lists/TOMRMS
Human Resources	H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Personnel	E+40 or 20 years after last record of exposure	g078 g079 g103	sites/tomrms/Lists/TOMRMS
Human Resources	H18	Employee Medical Records	Includes doctor’s notes, correspondence, and health reports related to an employee’s medical situation.	Personnel	When STD/LTD claims are resolved + 3	g078 business need	sites/tomrms/Lists/TOMRMS
Human Resources	H19	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	g010 g054	sites/tomrms/Lists/TOMRMS

Human Resources	H20	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: Health & Safety – see H03 Staff training – see H12	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075	sites/tomrms/Lists/TOMRMS
Human Resources	H21	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	business need	sites/tomrms/Lists/TOMRMS
Human Resources	H22	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	g059 g077	sites/tomrms/Lists/TOMRMS
Justice	J01	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: Part 1 accident and careless driving matters - see J02	Court Services	completion + 2	g024 MOU	sites/tomrms/Lists/TOMRMS
Justice	J02	Informations (Part III)/ Accident and Careless Driving Part I	Includes all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	Court Services	completion + 6	g022 g023 MOU	sites/tomrms/Lists/TOMRMS
Justice	J03	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	MOU	sites/tomrms/Lists/TOMRMS
Justice	J04	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 statement of defence – not set to trial = 5	g025 g093 g150 MOU	sites/tomrms/Lists/TOMRMS
Justice	J05	Transcripts and Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Court Services	6**	g029 g093 MOU	sites/tomrms/Lists/TOMRMS
Justice	J06	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	MOU	sites/tomrms/Lists/TOMRMS
Justice	J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Courts. Excludes: Appeals & Hearings (Municipal) – L01	Court Services	7	MOU	sites/tomrms/Lists/TOMRMS
Justice	J08	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	MOU	sites/tomrms/Lists/TOMRMS

Justice	J09	Disclosure	Includes information requested by individuals in preparation for court cases.	Court Services	6	MOU	sites/tomrms/Lists/TOMRMS
Justice	J10	Certificates of Conviction Part 2	Includes Court and POA records including Part 2 - Certificates of Conviction.	Court Services	6	MOU	sites/tomrms/Lists/TOMRMS
Legal Affairs	L01	Appeals and Hearings	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: Litigation - see Claims - L02-L03 Harassment & Violence – see H15	Clerk's	P after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)	sites/tomrms/Lists/TOMRMS
Legal Affairs	L02	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 ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162	sites/tomrms/Lists/TOMRMS
Legal Affairs	L03	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	g056 g057 g072	sites/tomrms/Lists/TOMRMS
Legal Affairs	L04	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: 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**	g060 g068	sites/tomrms/Lists/TOMRMS
Legal Affairs	L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	Clerk's	After a new appraisal has been done + 15	g060	sites/tomrms/Lists/TOMRMS
Legal Affairs	L06	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L04 Insurance Claims – see L03	Clerk's	Expiry of policy + 15	g060	sites/tomrms/Lists/TOMRMS

						Property disposition + 10, if no disability**		
			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			renewable energy projects agreements terms may not be more than 50 years	g041 g095	
Legal Affairs	L07	Land Acquisition and Sale		Clerk's		append abandoned petroleum storage tank to deed	g133 g145 g153	sites/tomrms/Lists/TOMRMS
Legal Affairs	L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Clerk's	S**	business need		sites/tomrms/Lists/TOMRMS
Legal Affairs	L09	Precedents	Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Clerk's	S**	business need		sites/tomrms/Lists/TOMRMS
Legal Affairs	L10	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	S	business need		sites/tomrms/Lists/TOMRMS
Legal Affairs	L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	S	business need		sites/tomrms/Lists/TOMRMS
			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			P (may be captured in provincial registry?)		
Legal Affairs	L12	Vital Statistics		Clerk's		Marriage licences 2 years	common practice (P)	sites/tomrms/Lists/TOMRMS
			Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: By-Law Enforcement - see P01 Appeals and Hearings - see L01				g059 (2 year limitation) g060 (15 year limitation)	
Legal Affairs	L13	Prosecutions		Originating		Delivery of judgement + 7	common practice	sites/tomrms/Lists/TOMRMS
			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: Contracts and Agreements Under By-Law – L04 Line Fences agreements – see P01			Expiry of contract + 2**	g041 g042 g053 g059	
Legal Affairs	L14	Contracts and Agreements – Simple		Clerk's		Long term care service providers = expiry + 7	g062 g130	sites/tomrms/Lists/TOMRMS

Media & Public Relations	M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: News Releases - see M06 Recruitment - see H11 Elections - see C07	Originating	1**	business need	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M02	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**	business need	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M03	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	business need	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M04	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: 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**	g054 g121 g154 g160	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M05	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**	business need	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M06	News Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1**	business need	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M07	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	S** S+3 if publication is subject to copyright or trademark	g134	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: Media coverage of speeches/presentations - see M05 News Releases - see M06	Originating	3**	business need	sites/tomrms/Lists/TOMRMS

Media & Public Relations	M09	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	S+5**	g134 g136	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M10	Website & 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	S + 2	g059	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M11	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**	business need	sites/tomrms/Lists/TOMRMS
Media & Public Relations	M12	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	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P01	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: 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**	g059 g089	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P02	Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official.	Originating	5**	business need	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P03	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, etc.	Originating	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies	g144	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P04	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: Staff Safety Training - see H04 Personal exposure - see H17 Manifests - see E07	Originating	S+5	g038 g076 g121 g140 g142 g143 g149	sites/tomrms/Lists/TOMRMS

Protection & Enforcement Services	P05	Incident/ Accident Reports	Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: 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	g011	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P06	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 includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: By-Law Enforcement – see P01	Building	inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P07	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: Internal Health & Safety Inspections – see H04 Routine building and structural inspections – see P06	Public Health	S, minimum 1 year	g045	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P08	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: By-law Enforcement – see P01 Harassment & Violence staff investigations – see H15	Originating	10**	g059 g089 common practice	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P09	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	g017	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P10	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	P	g090 (15 years) common practice (P)	sites/tomrms/Lists/TOMRMS

Protection & Enforcement Services	P11	Permits - Others	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. Excludes: Building Permits – see P10 Encroachment Permits – see D16 Burial Permits – see S09 Road and lane opening/closings – see T09	Originating	Expiry of permit + 2	g017	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P12	Warrants	Includes all warrants issued for By-Law enforcement purposes.	Court Services By-law Services	Execution of warrant + 2 Court services search warrants – 40 years	g028 g059	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity. Excludes: Staff Police Background Checks – see H16 Investigations – see P08 Prosecutions – see L13	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5	business need	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P14	Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: Dog Licenses – see P09	Originating	date animal was last in the pound + 2	g012	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P15	Community Protection Programs	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.	Originating	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	g071 business need	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services.	Originating	S+5	g011	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P17	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	S+5	g011	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P18	EMS and Fire 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	S+5	g011	sites/tomrms/Lists/TOMRMS

Protection & Enforcement Services	P19	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	S+2	business need	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P20	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	g016	sites/tomrms/Lists/TOMRMS
Protection & Enforcement Services	P21	Facilities Routine Water Use, Monitoring and Testing	Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, 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 child care facility plumbing flush and water testing = 6	g049 g109	sites/tomrms/Lists/TOMRMS
Reaction & Culture	R01	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: Historical Designation By-Laws - see C01 Natural heritage preservation – see E18	Clerk's	End of plan year or removal of designation + 3**	g081	sites/tomrms/Lists/TOMRMS
Reaction & Culture	R02	Library Services	Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.	Clerk's	5	g134	sites/tomrms/Lists/TOMRMS
Reaction & Culture	R03	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	S + 3**	g134	sites/tomrms/Lists/TOMRMS
Reaction & Culture	R04	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** Playground equipment maintenance = 15	g060 business need	sites/tomrms/Lists/TOMRMS
Reaction & Culture	R05	Intentionally left blank	Category removed. Records contained should be filed in other classification categories.				sites/tomrms/Lists/TOMRMS
Reaction & Culture	R06	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.	Parks & Recreation	program development & evaluation = 3** program registration = 1 attendance fee collection = 6	business need g071 g006	sites/tomrms/Lists/TOMRMS

Social & Health Care Services	S01	Children's Day Care and Day Nursery Services	<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: 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 Fire drill records – see H04</p>	Community Services	S (review after 3 years)	g125	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S02	Elderly and Supportive Assistance Services	<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: Long Term Care Facility Residents - see S03 Long Term Care Operations – see S18 Disability Support Clients– see S11</p>	Community Services	S (review after 3 years)	business need	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S03	Long Term Care Facility Clients	<p>Includes records regarding individual residents of retirement residences and homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.</p> <p>Excludes: General program information - see S02 Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 Serious occurrences and abuse allegations involving municipal staff – see H15</p>	Community Services	Discharged + 10	g061 g097	sites/tomrms/Lists/TOMRMS

Social & Health Care Services	S04	Community and Social Assistance Services	<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: 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 Programs for the elderly and persons with disabilities – see S02</p>	Community Services	S (review after 3 years)	business need	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S05	Ontario Works Clients	<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: General program information – see S04</p>	Community Services	<p>date of last entry + 5</p> <p>outstanding overpayment = overpayment resolved + 5</p> <p>Fraud investigation = fraud resolved + 5</p> <p>outstanding family support issues = 10</p>	<p>g019</p> <p>g084</p> <p>g085</p>	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S06	Medical Case Clients	<p>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.</p>	Public Health	<p>discharged as a client + 15 years</p> <p>Note: reportable diseases may be longer</p>	<p>g060</p> <p>college of physicians & surgeons of Ontario recommendation</p>	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S07	Children's Services	<p>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.</p> <p>Excludes: Medical client case records – see S06 Day care and day nursery programs – see S01</p>	Community Services	S (review after 3 years)	business need	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S08	Public Health	<p>Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.</p> <p>Excludes: Medical Client case files – see S06</p>	Public Health	S (review after 3 years)	business need	sites/tomrms/Lists/TOMRMS

Social & Health Care Services	S09	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: Building and Property Maintenance - see A20 Promotional materials – see M07 Price lists and cemetery operation – see S20	Clerk's	p** Transfer to archives if no longer managed Burial permits = 2	g048 g101	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S10	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: Handicapped children services – see S07 Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 Serious occurrences and abuse allegations involving municipal staff – see H15	Community Services	Last participated date + 3	g126	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S11	Disabilities Support Clients	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. Excludes: Children's program information – see S07 Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 Serious occurrences and abuse allegations involving municipal staff – see H15	Community Services	no longer receiving support + 7	g155	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S12	Housing Services	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. Excludes: Resources used to assist potential tenants – see S04	Community Services	10	g052 g163	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S13	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: 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	g053 g163	sites/tomrms/Lists/TOMRMS

Social & Health Care Services	S14	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	g125	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S15	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	g126	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S16	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	business need	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S17	Client Care Coordination	Includes records regarding individual clients and their care coordination planning. Excludes: Public health medical client information – see S06	Community Services	no longer receiving support + 10	g019 g053 g084 g085 g126 g155	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S18	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: complaints – see MO4 serious occurrence and abuse allegations investigation – see P04 Food preparation & Service monitoring – see S19	Community Services	4	g003 g064 g163	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S19	Food Preparation and 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	g063	sites/tomrms/Lists/TOMRMS
Social & Health Care Services	S20	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	sites/tomrms/Lists/TOMRMS

Transportation Services	T01	Illumination	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Works	Removal of the equipment + 6 Specifications = P	business need	sites/tomrms/Lists/TOMRMS
Transportation Services	T02	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	business need	sites/tomrms/Lists/TOMRMS
Transportation Services	T03	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: Accessible transportation application and approval - see S11 Driver scheduling – H01	Works	Closure of route/ shelter/ stop + 1**, 2 year minimum retention	business need g094	sites/tomrms/Lists/TOMRMS
Transportation Services	T04	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: Design and Planning - see T05 Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06 As-Builts – see A25	Works	project finished + 1** Specifications = P	g073	sites/tomrms/Lists/TOMRMS
Transportation Services	T05	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** Specifications = P	g073	sites/tomrms/Lists/TOMRMS
Transportation Services	T06	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 side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts. Excludes: Non salt usage training records - see H03	Works	project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	g073 g139	sites/tomrms/Lists/TOMRMS
Transportation Services	T07	Signs and Signals	Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Excludes: Visual Identity Program - see M09 Sign Permits – see P11	Works	Removal of sign/signal + 1	g073	sites/tomrms/Lists/TOMRMS
Transportation Services	T08	Traffic	Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: Permits for temporary closure – see P11	Works	project finished + 1** Temporary road closures = 2 years	business need	sites/tomrms/Lists/TOMRMS

Transportation Services	T09	Roads and Lanes Openings/Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: Temporary road closures - see T08 Land Sales - see L07 Road Closing By-Laws - see C01	Works	project finished + 1**	business need	sites/tomrms/Lists/TOMRMS
Transportation Services	T10	Field Survey/Road Survey Books	Includes engineering field survey notes as well as books.	Works	project finished + 1**	business need	sites/tomrms/Lists/TOMRMS
Transportation Services	T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Works	project finished + 1 Specifications = P	g073	sites/tomrms/Lists/TOMRMS
Vehicles & Equipment	V01	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: Insurance Policies - see L06 Accident Claims - see L02, L03 Leases/Contracts - see L14	Originating	termination of lease) + 2 public vehicles trip record = 1 Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130	sites/tomrms/Lists/TOMRMS
Vehicles & Equipment	V02	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	g074 common practice	sites/tomrms/Lists/TOMRMS
Vehicles & Equipment	V03	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	g074 common practice	sites/tomrms/Lists/TOMRMS
Vehicles & Equipment	V04	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	g074 g075 common practice	sites/tomrms/Lists/TOMRMS

Vehicles & Equipment	V05	Ancillary Equipment	<p>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. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.</p> <p>Excludes:</p> <p>Gasoline storage tanks – see E24</p> <p>Mechanical & operational systems integral to building structure – see A26</p> <p>Private/small water systems – see E22</p>	Originating	<p>Disposal of equipment + 1</p> <p>Set-up tests = until superseded</p>	<p>g074</p> <p>g157</p>	<p>sites/tomrms/Lists/TOMRMS</p>
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By-Law 32/2021

Schedule 'B'

Citation Groups for Retention Schedule

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.
g010		OMUN-AOD-13 — Providers — Training Records	Integrated Accessibility Normals 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
g010		OMUN-AOD-14 — Providers — Training Policies	Integrated Accessibility Normals 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.
g010		OMUN-AOD-15 — Providers — Feedback Information, Policies, Documents	Integrated Accessibility Normals 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g010		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.
g010		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g010		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(3); as am. O. Reg. 413/12, s. 3(1)O	Not specified “shall prepare/post	<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>.....</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> <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>
g010		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”	<p>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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g010		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.
g010		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. (2) Section revoked O. Reg. 165/16, s. 8
g011 Ambulance Services 5 years	550		Ambulance Service Documentation Standards, Part 1 Paragraph 1 Ministry of Health and Long Term Care, Emergency Health Services Branch, 2000.	E+5 (Event = Date of documenting the collision, incident or Patient care)	For all Parts of the documentation standard, the following are required: 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g011		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, ss. 17.(1)(b) to (d), (2)	Not specified “shall ensure prepared/maintain”	17.(1) The operator of an applicable enterprise shall, . . . (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, (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.
g011		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”	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. 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g011		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
<p>g012</p> <p>Animals for Research Act</p> <p>Last date in pound + 2 years</p>	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)	<p>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:</p> <ul style="list-style-type: none"> (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)	Later of: December 31, 2018 And: Event + 10 years (Event = Day award received or: application determined; as applicable)	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
g015		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.
g015		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
g015		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.
g015		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.
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.

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g016		OENV-Cl.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.
g016		OENV-Cl.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.
g016		OENV-Cl.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.

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g016		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.
g016		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.
g016		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g016		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.
g016		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.
g016		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.

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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(2)	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.
g017		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.
g017		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.
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.

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g018		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.
g018		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.
g g018018		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).

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g019	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.
g019	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 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).
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;
g020		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 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.

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<p>g021</p> <p>Destruction of Court Record</p> <p>At the directions of Deputy AG and approval of court</p>		<p>OJPP-Cr.Js.-1 — Destruction of Court Record</p>	<p>Courts of Justice Act, R.S.O. 1990, c. C. 43, s. 79; as am. S.O. 1998, c. 20, Schedule A, s. 18; s. 74; as re-en. S.O. 2006, c. 21, Schedule A, s. 14</p>	<p>Event = Dispose of in accordance with directions of Deputy AG and approval of court</p>	<p>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.</p>
<p>g022</p> <p>Part I - Accident and Careless Driving offences</p> <p>Paid and end of current year + 6 years</p>		<p>CD-2 — Part I Certificates of Offence - Accident and Careless Driving offences</p>	<p>Ministry of the Attorney General, POA Information Services website</p>	<p>Paid and end of current year + 6 years</p>	<p>Attorney General Schedule # CD-2 Informations</p>
<p>g023</p> <p>Part III</p> <p>Paid and end of current year + 6 years</p>		<p>CD-2 — Part III Informations</p>	<p>Ministry of the Attorney General, POA Information Services website</p>	<p>Paid and end of current year + 6 years</p>	<p>Attorney General Schedule # CD-2 Informations</p>

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g024 Part 1 - excluding Accidents and Careless Driving offences Paid and end of current year + 2 years		CD-4R1 — Part 1 Certificates of Offence - excluding Accidents and Careless Driving offences	Ministry of the Attorney General, POA Information Services website	Paid and end of current year + 2 years	Attorney General Schedule # CD-4R1 Informations
g025 Court Dockets Current year + 3 years		CD-5 — Court Dockets	Ministry of the Attorney General, 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)

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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

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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
g032 Elderly Persons Centres Act	197	OSS-EPC-2 — Elderly Persons Centres Inventory	General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 9.	Not specified	9. A municipality or an approved corporation shall in respect of every approved centre operated by it keep and maintain a current inventory of all furnishings and equipment acquired by the centre and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner and contain such additional information as the Director may require.

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g032 6 years	198	OSS-EPC-1 — Elderly Persons Centres Accounting Records	General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d).	Event + 6 years (Event = date of last entry for particular year)	14. A municipality or an approved corporation shall in respect of every approved centre operated by it, . . . (d) keep separate books of account, (i) setting forth the revenue and expenditures of the centre; (ii) containing a separate record of the money received by the centre from sources other than under the Act, and (iii) that are audited at least once a year by a licensed public accountant in the case of the approved corporation and an auditor licensed and appointed in accordance with the Municipal Act, in the case of the municipality, and each book of account shall be retained for at least six years from the date of the last entry in a book for a particular year;

<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, ss. 8, 12</p>	<p>Event = Requirement to retain document originally in written form satisfied by retention of electronic document under circumstances below with exceptions noted</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.</p> <p>(4) Despite subsection (1), control of an electronic document does not constitute possession of the original document for the purposes of the Personal Property Security Act.</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>
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					<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 entitled to have access to the document that was originally created, sent or received, or who is authorized to require its production; and</p> <p>(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.</p> <p>(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.</p>
<p>g034</p> <p>Employer Health Tax Act</p> <p>6 years</p>	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.
g034	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)	<p>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, . . .</p> <p>(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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g034	151	OLA-EHT-3 — Health Tax – 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 = later of (1) the day on which the return was delivered or received by the Minister and (2) 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g03	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)	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.
g035	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)	Event + 3 years (Event = Earliest of: employee’s 18th birthday or: date employee ceased to be employed by employer)

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g035	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)	<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>3. The date on which the employee began his or her employment.</p> <p>.</p> <p>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:</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
g035		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; 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 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 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates.</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
g035		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>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:</p> <p>...</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>
g035		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); 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. , 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, critically ill child care leave, crime-related child death or disappearance leave, personal emergency leave, during a declared 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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g035		OHR-Em.St2000-11 — Employers — Vacation Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1(1), (4), (5); as am. S.O. 2002, c. 18, Sched. J, s. 3(9)	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>.....</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>
g035		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)	<p>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.</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>

g035		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)	5 years	<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. 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>(3) If the employer establishes for an employee an alternative vacation entitlement year that starts on or after the day on which s. 3 of Schedule J to the Government Efficiency Act, 2002 comes into force, the employer shall record the following information for the stub period:</p> <ol style="list-style-type: none"> 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. 4. The amount of vacation pay paid to the employee during the stub period. 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>(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>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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>
<p>g036</p> <p>Environmental Assessment Act</p> <p>Not specified</p>	<p>155</p>	<p>OPM-Ev.As.-10 — Director, Environmental Assessment — Undertaking Application Records</p>	<p>Environmental Assessment Act, R. S. O. 1990, c. E.18, s. 30; as am. S. O. 1996, c. 27, s. 10; as am. S. O. 2000, c. 26, Schedule F, s. 11.(6) par. 14.</p>	<p>Not specified</p>	<p>30.(1) The Director shall maintain a record for every undertaking in respect of which an application is submitted under Part II and for every application submitted under Part II.1.</p> <p>(1.1) The record consists of the following documents:</p> <ol style="list-style-type: none"> 1. The proposed and the approved terms of reference. 2. The environmental assessment or the class environmental assessment, as the case may be. 3. The Ministry review of the environmental assessment or the class environmental assessment, as the case may be. 4. All comments submitted under subsections 6.4.(2) and 7.2.(2). 5. All decisions of the Director, the Minister and the Tribunal in relation to the application, together with the reasons for the decisions. 6. All notices given in respect of the application. 7. Such other documents as the Director or Minister considers appropriate. <p>(2) The Director shall maintain a record for the following matters:</p> <ol style="list-style-type: none"> 1. A proposed order under section 3.1. 2. A proposed declaration under section 3.2. 3. An undertaking in respect of which an order under section 16 is proposed. <p>(3) Upon request, the Director shall make available for inspection any record referred to in this section including any document that forms part of the record and shall make a document available as soon as practicable after the document is issued or received.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037 Environmental Protection Act – Waste & waste transportation (excludes hazardous waste and compost) 2 years	238	OENV-Ev.Pr.-22 – Generator – 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
g037	235	OENV-Ev.Pr.-23 — Receivers — Waste Transportation Manifests Copy 5 (Blue) / 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) Where a transfer of subject waste takes place under subsection (3) and a paper manifest is used, the receiver shall, (a) at the time of the transfer, obtain from the carrier the remaining four copies of the manifest referred to in subclause (2)(b)(i), with sections A and B completed, complete section C (Receiver) of the remaining four copies of the manifest in accordance with the Manual, remove Copy 4 (Pink), and return Copy 4 (Pink) to the carrier; (c) retain Copy 5 (Blue) of the manifest, for at least two years, at the receiving facility named in the manifest, or (i) retain Copy 5 (Blue) of the manifest, for at least two years, at the head office of the receiver, and (ii) retain an electronic copy of the manifest, for at least two years, at the receiving facility named in the manifest; (5.1) Where a transfer of subject waste takes place under subsection (3) and an electronic manifest is used, the receiver shall obtain from the carrier the number of the manifest completed for that load, shall electronically access the manifest and shall, at the time of the transfer, (a) electronically complete section C (Receiver) of the manifest; and (b) electronically submit the manifest, with sections A, B and C completed, to the Director.
g037	236	OENV-Ev.Pr.-24 — Carriers — Waste Transportation Manifests Copy 4 (Pink)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 23(6)	2 years	23.(6) Every carrier transferring waste under subsection (3) shall, prior to leaving the site of the transfer, obtain from the receiver of the waste copy 4 (Pink) of the manifest referred to under clause (5)(c) and shall retain it for a period of two years.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
	234	OENV-Ev.Pr.-25 — Carriers — Waste Transportation Manifests — Copy 4 (Pink)	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 23.(7),(8); as am. O. R. 501/01, s. 7.(6); as am. O. R. 337/09, s. 13.(4); as am. O. R. 234/11, s. 24.(5)	2 years	<p>23.(7) Where a paper manifest is used, 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 may deposit for the purpose of dust suppression, in accordance with the approval, dust suppressant at a dust suppression site designated in the approval and, where that is done, shall,</p> <p>(a) at the time of completion of the deposit, complete section C (Receiver) of the remaining four parts of the applicable manifest received under subclause (2)(b)(i);</p> <p>(b) remove Copy 3 (Yellow) of the manifest and return it to the Director within three working days after the deposit;</p> <p>(c) remove Copy 4 (Pink) of the manifest for two years; and</p> <p>(d) remove Copy 6 (Brown) of the manifest and return it to the generator shown on the manifest within three working days after the deposit.</p> <p>(8) Where an electronic manifest is used, every carrier described in subsection (7) may deposit for the purpose of dust suppression, in accordance with the approval described in subsection (7), dust suppressant at a dust suppression site designated in the approval and, where that is done, shall, as quickly as is reasonably possible following completion of the deposit,</p> <p>(a) electronically access the manifest completed for that load;</p> <p>(b) electronically complete section C (Receiver) of the manifest; and</p> <p>(c) electronically submit the manifest, with sections A, B and C completed, to the Director.</p>
g037		OENV-Ev.Pr.-197 — Landfilling Site Owner / Operators — Operations Daily Records	<i>Land-filling Sites Regulation, under the Environmental Protection Act, O. Reg. 232/98, s. 20</i>	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037		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; (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.
g037		OENV-Ev.Pr.-202 — Waste Management System Operators — Hauled Sewage Disposal Site Records	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 16(5)(b), (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, . . . (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; (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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037	240	OENV-Ev.Pr.-26 — Generators — Waste Transportation Manifests Copy 2 (Green)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 24(4), (4.1)(a), (b), (5); as am. O. Reg. 501/01, s. 8(1); as am. O. Reg. 337/09, s. 14.	2 years; at generator's head office and at waste generation facility	<p>24.(4) Where subject waste is transferred to a waste transportation, system by a generator and a paper manifest is used,</p> <p>(a) for each truckload or portion thereof transferred, the carrier shall complete section B (Carrier) of an intact manifest and give the manifest, at the time of the transfer, to the generator; and</p> <p>(b) for each truckload or portion thereof transferred, the generator shall obtain from the carrier the intact manifest, with section B completed, and shall,</p> <p>(i) at the time of the transfer, complete section A (Generator) in accordance with the Manual,</p> <p>(ii) remove Copy 1 (White) and return it to the Director within three working days after the transfer,</p> <p>(iii) remove Copy 2 (Green) and retain it, for at least two years, at the waste generation facility, or</p> <p>(A) remove Copy 2 (Green) and retain it, for at least two years, at the generator's head office, and</p> <p>(B) retain an electronic copy of the manifest, for at least two years, at the waste generation facility, and</p> <p>(iv) return the remaining four copies of the manifest to the carrier at the time of the transfer.</p> <p>(4.1) Where subject waste is transferred to a waste transportation system by a generator and an electronic manifest is used, for each truckload or part thereof transferred, at the time of the transfer,</p> <p>(a) the generator shall give the carrier electronic access to the manifest;</p> <p>(b) the carrier shall electronically complete section B (Carrier) of the manifest; and</p> <p>.....</p> <p>(5) No carrier shall transport subject waste out of Ontario destined for a receiving facility outside Ontario unless the carrier has reason to believe the intended receiver is willing to complete section C (Receiver) of the applicable manifest completed for that load of waste and, in the case of an electronic manifest, electronically submit the completed manifest to the Director.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037	239	OENV-Ev.Pr.-27 — Carrier — Waste Transportation Manifests Copy 4 (Pink)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 24(7)(a) to (c), (10); as am. O. Reg. 501/01, s. 8(5)	2 years	<p>24.(7) Where a paper manifest is used, every carrier who transfers waste under subsection (6) shall,</p> <p>(a) return Copy 3 (Yellow) of the manifest to the Director within three working days after the transfer;</p> <p>(b) retain Copy 4 (Pink) of the manifest for two years;</p> <p>(c) remove Copy 6 (Brown) of the manifest and return it to the generator indicated on the manifest within three working days after the transfer.</p> <p>(8) Every manifest referred to in subsection (7) shall have section C (Receiver) completed by the receiver.</p> <p>(9) Where an electronic manifest is used, every carrier who transfers subject waste under subsection (6) shall, at the time of the transfer, give the receiver the number of the electronic manifest completed for that load of waste and request that the receiver electronically access the manifest and, at the time of the transfer,</p> <p>(a) electronically complete section C (Receiver) of the manifest; and</p> <p>(b) electronically submit the manifest, with sections A, B and C completed, to the Director.</p> <p>(10) Every carrier shall notify the Director forthwith of the number of the electronic manifest, the name of the receiver, if it is not the same as that set out in section A of the manifest, and the date of the transfer to the receiver, where the carrier is aware that the receiver has not complied with a request made under subsection (9).</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037		OENV-Ev.Pr.-28 — Receivers — Waste Transportation Manifests Copy 5 (Blue)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 25(7), (7.1); as am. O. Reg. 501/01, s. 9(6); as am. O. Reg. 337/09, s. 15(3)	2 years; at receiving facility and at receiver's head office	<p>25.(7) Where a transfer of subject waste takes place under subsection (5) and a paper manifest is used, the receiver shall obtain from the carrier the remaining four parts of the manifest completed in respect of that load of waste and shall,</p> <ul style="list-style-type: none"> (a) at the time of the transfer, complete section C (Receiver) of the remaining four parts of the manifest; (b) remove Copy 3 (Yellow) of the manifest and return it to the Director within three working days after the transfer; (c) remove Copy 4 (Pink) of the manifest and return it to the carrier at the time of the transfer; (d) retain Copy 5 (Blue) of the manifest, for at least two years, at the receiving facility named in the manifest, or (i) retain Copy 5 (Blue) of the manifest, for at least two years, at the receiver's head office, and (ii) retain an electronic copy of the manifest, for at least two years, at the receiving facility named in the manifest; and (e) remove Copy 6 (Brown) of the manifest and return it to the generator shown on the manifest within three working days after the transfer. <p>(7.1) Where a transfer of subject waste takes place under subsection (5) and an electronic manifest is used, the receiver shall obtain from the carrier the number of the manifest completed for that load, shall electronically access the manifest and shall, at the time of the transfer,</p> <ul style="list-style-type: none"> (a) electronically complete section C (Receiver) of the manifest; and (b) electronically submit the manifest, with sections A, B and C completed, to the Director.
g037		OENV-Ev.Pr.-29 — Carriers — Waste Transportation Manifests Copy 4 (Pink)	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)	2 years	<p>25.(8) Where a paper manifest is used, every carrier who has transferred waste under subsection (5) shall, prior to leaving the site of the transfer, obtain from the receiver Copy 4 (Pink) of the manifest and shall retain it for two years.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037	241	OENV-Ev.Pr.-30 Waste Transportation System Operators — Waste Transportation Manifests Copy 4 (Pink)	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>25.(9) Where a paper manifest is used, every carrier who is the operator of a waste transportation that is subject to an environmental compliance approval to operate as a dust suppression waste management system may deposit for the purpose of dust suppression, in accordance with the approval, dust suppressant at a dust suppression site designated in the approval and, where that is done, shall</p> <p>(a) at the time of completion of the deposit, complete section C (Receiver) of the remaining four parts of the manifest accompanying the waste;</p> <p>(b) remove Copy 3 (Yellow) of the manifest and return it to the Director within three working days after the deposit;</p> <p>(c) retain Copy 4 (Pink) of the manifest for two years; and</p> <p>(d) remove Copy 6 (Brown) of the manifest and return it to the generator shown on the manifest within three working days after the deposit.</p> <p>(10) Where an electronic manifest is used, every carrier described in subsection (9) may deposit for the purpose of dust suppression, in accordance with the approval described in subsection (9), dust suppressant at a dust suppression site designated in the approval and, where that is done, shall, as quickly as is reasonably possible following completion of the deposit,</p> <p>(a) electronically access the manifest completed for that load;</p> <p>(b) electronically complete section C (Receiver) of the manifest; and</p> <p>(c) electronically submit the manifest, with sections A, B and C completed, to the Director.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037	237	OENV-Ev.Pr.-31 — Generator — Waste Transportation Manifests Copy 6 (Brown)	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)	2 years	<p>27.(5) Where a transfer of subject waste occurs under subsection (3) and a paper manifest is used, the generator shall obtain from the carrier the remaining four parts of the applicable manifest completed by the generator in accordance with this Regulation and shall,</p> <p>(a) at the time of the transfer, complete section C (Receiver) of the remaining four parts of the manifest;</p> <p>(b) return Copy 3 (Yellow) to the Director within three working days after the transfer;</p> <p>(c) return Copy 4 (Pink) to the carrier at the time of the transfer; and</p> <p>(d) retain Copy 6 (Brown) for two years.</p> <p>(5.1) Where a transfer of subject waste occurs under subsection (3) and an electronic manifest is used, the generator shall obtain from the carrier the number of the electronic manifest completed for that load, shall electronically access the manifest and shall, at the time of the transfer,</p> <p>(a) electronically complete section C (Receiver) of the manifest; and</p> <p>(b) electronically submit the manifest, with sections A, B and C completed, to the Director.</p>
g037		OENV-Ev.Pr.-32 — Carriers — Waste Transportation Manifests Copy 4 (Pink)	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)	2 years	<p>27.(6) Where a paper manifest is used, every carrier who has transferred waste under subsection (3) shall, prior to leaving the site of the transfer, obtain from the receiver Copy 4 (Pink) of the manifest and shall retain it for two years.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g037	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, s. 23 pars. 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.

g037	OENV-Ev.Pr.-365 — Waste Management Generators — Paper Manifest Copy 2 (Green)	General — Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 23(2), (2.1); as am. O. Reg. 558/00, s. 3; as am. O. Reg. 501/01, s. 7; as am. O. Reg. 337/09, s. 13(1)	2 years; at waste generation facility and at head office of generator	<p>23.(2) Where subject waste is transferred to a waste transportation system by a generator and a paper manifest is used,</p> <ul style="list-style-type: none"> (a) for each truckload or part of a truckload that is transferred, the carrier shall, <ul style="list-style-type: none"> (i) complete section B (Carrier) of an intact manifest in accordance with the Manual, and (ii) at the time of the transfer, give the manifest to the generator; and (b) for each truckload or part of a truckload that is transferred, the generator shall, <ul style="list-style-type: none"> (i) at the time of the transfer, obtain from the carrier the intact manifest, with section B completed, complete section A (Generator) of the manifest in accordance with the Manual, remove Copy 1 (White) and Copy 2 (Green) of the manifest, and return the remaining four copies to the carrier, (ii) return Copy 1 (White) of the manifest to the Director within three working days after the transfer, and (iii) retain Copy 2 (Green) of the manifest, for at least two years, at the waste generation facility, or <ul style="list-style-type: none"> (A) retain Copy 2 (Green) of the manifest, for at least two years, at the head office of the generator, and (B) retain an electronic copy of the manifest, for at least two years, at the waste generation facility. <p>(2.1) Where subject waste is transferred to a waste transportation system by a generator and an electronic manifest is used, for each truckload or part thereof transferred, at the time of the transfer,</p> <ul style="list-style-type: none"> (a) the generator shall give the carrier electronic access to the manifest; (b) the carrier shall electronically complete section B (Carrier) of the manifest; and (c) the generator shall, <ul style="list-style-type: none"> (i) electronically complete section A (Generator) of the manifest in accordance with the Manual, (ii) give the receiver electronic access to the manifest, (iii) electronically submit the manifest, with sections A and B completed, to the Director, and (iv) if requested by the carrier, print a paper copy of the manifest, as submitted under subclause (iii), and give it to the carrier.
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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. Each operator and owner of a municipal waste recycling site shall ensure that the site is operated in accordance with the following requirements: . . . 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 planning for personnel.
g038	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. Each operator and owner of a municipal waste recycling site shall ensure that the site is operated in accordance with the following requirements: . . . 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.
g038	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	23. Each operator and owner of a municipal waste recycling site shall ensure that the site is operated in accordance with the following requirements: . . . 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 coordinating operations with them.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g038		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, ss. 86(1), (3), (4); as am. O. Reg. 461/05, s. 21	Event + 2 years (Event = Subsection ceases to apply to person; at facility or site)	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. (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. (4) A person who is required to keep a copy of a plan under subsection (3) shall keep it at, (a) the waste generation facility, if the person is a generator, or (b) the waste disposal site, if the person is the operator of a waste disposal site.
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 and at head office of generator	18(6.1) A generator who submits an initial, annual or supplementary Generator Registration Report to the Director shall make a record of all data, analysis and other information used in the preparation of the report, and shall keep the record, for at least three years, at the waste generation facility, or (a) shall keep the record, for at least three years, at the head office of the generator; and (b) shall keep an electronic copy of the record, for at least three years, at the waste generation facility.
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	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.
g040	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.
g041 Environmental Protection Act – Waste Management Operations 5 years	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)	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g041		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	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. (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.
g041		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.
g041		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.(8); 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.
g041		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g041		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. 86.(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
g041		OMUN-Ev.Pr.-24 — Waste Management Reports — Limitation Period	Environmental Protection Act, R.S.O. 1990, c. E.19, ss. 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>Definition:</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
g041		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		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 ceases to operate; at 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.
g042		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.

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g042		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.
g043 Environmental Protection Act – Waste Management transportation 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. 4(4)	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. 2.(1) Subject to subsections (3) and (4), the following are prescribed activities for the purposes of s. 20.21(1) and (5) of the Act: 1. The use, operation, establishment, alteration, enlargement or extension of a waste management system that meets the criteria set out in subsection (2). (2) The criteria referred to in subsection (1) with respect to a waste management system are the following: 1. The waste management system is a waste transportation system. The only waste management done by the waste management system is the collection, handling, transportation and transfer of waste... .

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g044 Environmental 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.

g044	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. 9; s. 17(1), (1.1); as am. O. R. 521/10, ss. 8, 10(1) to (3); as am. O. R. 195/12, s. 11.	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 repealed O. Reg. 521/10, s. 8</p> <p>(4) 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> <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>
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				<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 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 38(2)(b) and (c), 41(5)(b) and (c) and 43(3)(b) and (c). 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>(1.1) The drafts, information and documents mentioned in subsection (1) shall be made available,</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					(a) if s. 16 applies, before drafts of document are made available under s. 16(5); or (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.

g044	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. 5(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>.....</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> <ol style="list-style-type: none"> 1. Conduct an investigation, including historical research and visual inspection, to determine whether, <ol style="list-style-type: none"> 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 ii. any properties described in Column 1 of the Table to section 19 abut the parcel of land on which the project location is situated. 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. 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, <ol style="list-style-type: none"> i. the determination under subparagraph 1ii is that there are abutting properties as described in that subparagraph, or ii. the presence of a heritage resource at the project location is confirmed under paragraph 2. <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> <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.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>.....</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>25.(1) In conducting a records review mentioned in paragraph 1 of subsection 24(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.</p> <p>.....</p> <p>(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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g044	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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g044	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) par. 1. 30	Not specified “shall prepare”	<p>29.(1) A person who proposes to engage in a renewable energy project shall conduct a water assessment, consisting of the following:</p> <p>1. A records review conducted in accordance with section 30.</p> <p>.....</p> <p>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.</p> <p>(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>

g044	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); 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> <ol style="list-style-type: none"> 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. 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. 3. A map showing, <ol style="list-style-type: none"> i. all boundaries mentioned in clauses (1)(c) and (2)(a), ii. the location and type of each water body identified in relation to the project location, and iii. all distances mentioned in clauses (1)(d) and (2)(b). 4. A summary of methods used to make observations for the purposes of the site investigation. 5. The name and qualifications of any 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.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>7. If an alternative investigation of the site was conducted:</p> <ul 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>(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>Definition:</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> <ul style="list-style-type: none"> (a) grassed waterways, (b) temporary channels for surface drainage, such as furrows or shallow channels that can be tilled and driven through, (c) rock chutes and spillways, (d) roadside ditches that do not contain a permanent or intermittent stream, (e) temporarily ponded areas that are normally farmed, (f) dugout ponds, or (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>“water power facility” means a renewable energy generation facility at which the movement of water is used to generate electricity;</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
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 1.1.2.3; 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 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. 1.1.2.3 [Repealed O. Reg. 33/19, s. 6]
g045	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. Division C 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g045	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.
g045	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 = 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
g045		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>4.3.15.2. [Repealed O. Reg. 33/19, s. 14.]</p> <p>.....</p> <p>Division B</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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g045		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 1.1.2.3; 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 retained at building premises for examination on request)	<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>Division B</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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>

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g045	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.
g045	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.
g045	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
g045	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 1.1.2.3; 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)	<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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>

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g045	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 1.1.2.3; 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)	<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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g045		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, s. 6.3.2.6(7), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; 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)	<p>6.3.2.6(7) [Revoked O. Reg. 33/19, s. 23]</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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>
g045	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”	<p>6.5.1.8(1) An approved record shall be kept of inspections of each system.</p> <p>(2) The record required in sentence (1) shall be available for examination by the Chief Fire Official.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g045		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 1.1.2.3; 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)	<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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>
g045		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. 26	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., 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
g045	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 1.1.2.3; 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)	<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>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> <p>1.1.2.3 [Repealed O. Reg. 33/19, s. 6]</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g045		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. 2.8.2.1(3), (6), (7); as en. O. Reg. 150/13; s. 2.8.2.1(3), (7), (8); as en. O. Reg. 256/14, ss. 35, 440	Event + 2 years (Event = Prepared; in building; including most recent and previous)	<p>2.8.2.1(3) The fire safety plan shall be kept in the building in an approved location.</p> <p>.....</p> <p>(6) In the case of a care occupancy, a care and treatment occupancy and a retirement home, any training of supervisory staff carried out under a fire safety plan shall be recorded.</p> <p>(7) In the case of a training record required by sentence (6), the original or a copy of at least the current and the immediately preceding record shall be retained in the building for a period of at least two years and shall be made available for examination by the Chief Fire Official on request.</p> <p>.....</p> <p>2.8.2.1(3) The fire safety plan shall be kept in the building or premises in an approved location.</p> <p>.....</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>
g045		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 a test, corrective measure or operational procedure required by this Code is conducted, a written record shall be prepared 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.
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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g047		OBS-FBCS-9 — Cemetery Operators — Cremated Remains Records	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33, s. 106; as am. S.O. 2006, c. 34, Sched. D, s. 71	Event + 6 years (Event = Date remains claimed or interred; at operator’s principal place of business in Ontario)	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.
g047		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.
g047		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)	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;
g047		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g047		OBS-FBCS-16 — Operators — Annual Trust / Licensure / Maintenance Fund Reports / Statement from Depositories	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> <ul style="list-style-type: none"> (a) a statement of account; (b) a trust fund statement, in the case of a pooled trust fund; (c) a review engagement report or an audit report. <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> <ul style="list-style-type: none"> (a) a statement of account; (b) a trust fund statement; and (c) an audit report, if, <ul style="list-style-type: none"> (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 (ii) there is a funeral establishment on one or more of the cemeteries operated by the operator. <p>(6) An operator that is required to file a document under this section shall ensure that,</p> <ul style="list-style-type: none"> (a) the document meets the requirements of section 108; and (b) the document is filed by the time and in the form and manner that the registrar specifies.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g047		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
g047		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, <ul style="list-style-type: none"> (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.
g047		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 not sold or 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.
g047		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 based on first came to knowledge of 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
<p>g048</p> <p>Funeral, Burial and Cremation Services Act – Closed Cemetery Records</p> <p>Transfer to archives</p>		<p>OBS-FBCS-26 — Owner / Operators — Closed Cemetery Records</p>	<p>General Regulation, under the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, s. 173</p>	<p>Event = Shall deliver to archives</p>	<p>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.</p> <p>(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,</p> <p>(a) the nearest municipal, church, religious or other public archive; or</p> <p>(b) the Archives of Ontario, if an archive described in clause (a) refuses to accept the records.</p> <p>(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,</p> <p>(a) the nearest municipal, church, religious or other public archive; or</p> <p>(b) the Archives of Ontario, if an archive described in clause (a) refuses to accept the records.</p>
<p>g049</p> <p>Health Protection and Promotion Act</p> <p>1 year</p>	<p>325</p>	<p>OMUN-HPP-1 — Daily Pool Records</p>	<p>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</p>	<p>1 year</p>	<p>8. Every operator shall keep and sign daily records that shall set out,</p> <p>(a) the free available chlorine and the total chlorine residuals in the pool water or where a bromine compound is used, the total bromine residual;</p> <p>(b) the pH value of the pool water;</p> <p>(c) the total number of bathers admitted to the pool each day;</p> <p>(d) the reading of the make-up water meter;</p> <p>(e) any emergencies, rescues or breakdowns of equipment that have occurred; and</p> <p>(f) the time of day that the actions required under subsection 16.(2) have been taken.</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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g049		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.(10), (11), (13); as am. O. Reg. 494/17, s. 5</i>	Not specified “shall record”	(11) Every operator of a public pool or public spa shall test and record the following regarding the pool or spa water each operating day, by means of manual test methods, a minimum of 30 minutes prior to opening: 1. Total alkalinity 2. pH value. 3. Free available chlorine and total chlorine or bromine residual. 4. Water clarity. 5. Water temperature, in the case of spas.
g049		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	16.1(2) Every owner and every operator shall ensure that, (a) all of the pool’s water outlet covers are inspected at least once within each period of 30 operating days; (b) if any of the pool’s water outlet covers is found to be loose or missing, the pool is closed until the cover is repaired or replaced; (c) a written record of the inspection is made by the person who performed the inspection; and (d) the written record of the inspection is retained by the owner or operator for at least one year from the date the record is made.
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 maintain”	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, 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, an original fleet limitation certificate; and</p> <p>(c) any other prescribed document, in its original form or as a copy, as prescribed.</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>(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	<i>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</i>	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>.....</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>.....</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
					<p>inspection to which it relates was conducted as required by the regulations, unless the driver has reason to believe otherwise.</p> <p>.....</p> <p>(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.</p> <p>(14) Despite the Electronic Commerce Act, 2000, electronic documents may only be used for a purpose under this section in compliance with the regulations.</p>
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.(1) to (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	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	<i>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</i>	Keep to provide on request	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: 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. (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 or fax at the holder's most recent address or fax number in the Ministry's records. 7. (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. (4) Compliance with subsection (3) is a condition of retaining a CVOR certificate.
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.

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g050		OMV-Hi.Tr.-68 — Commercial Motor Vehicle Operators — Speed-Limiting System Records	<i>Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 68.1(4)(a), (c); as en. S.O. 2008, c. 8, ss. 1, 2</i>	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; (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	<i>Hours of Service Regulation, under the Highway Traffic Act, O. Reg. 555/06, ss. 18(3), 25(1)(a), (b), (2)</i>	0.5 years (6 months) at principal place of business; in chronological order	<p>18.(3) If a driver is not required to keep a daily log for a day pursuant to subsection (1), the operator shall keep a record for the day showing,</p> <ul style="list-style-type: none"> (a) the date, the driver’s name and the location at which the driver starts and ends the day; (b) the cycle that the driver is following; (c) the hour at which each duty status starts and ends and the total number of hours spent in each duty status; and (d) the number of hours of on–duty time and the number of hours of off–duty time, within the meaning of this Regulation, that the driver accumulated each day during the 14 days immediately before the start of the day, for which the driver was exempt from this Regulation and not required to keep a daily log. <p>.....</p> <p>25.(1) An operator shall,</p> <ul style="list-style-type: none"> (a) deposit each daily log and its supporting documents at its principal place of business within 30 days after receiving them; and (b) keep, for at least six months, at its principal place of business, <ul style="list-style-type: none"> (i) all the daily logs and supporting documents for each driver, in chronological order, (ii) the records required by subsection 18(3) in respect of each driver, <p>.....</p> <p>(2) Despite subsection (1), where any of the documents described in that subsection are in an electronic, digital or other form other than handwritten or printed form, the operator may retain them at a place where they can be readily accessed by the operator from the operator’s principal place of business in a format,</p> <ul style="list-style-type: none"> (a) that can produce a readable and understandable display of the information; and (b) from which a printed or handwritten version of the information can be produced.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
<p>g051</p> <p>Homes for Special Care Act</p> <p>6 years</p>	219	<p>OHC-Hm.Sc-5 — Homes for Special Care, Administrators — Trust Account Books, Deposit Books, Passbooks, Monthly Bank Statements, Cheque Books, Cancelled Cheques, Receipts, Instructions</p>	<p>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)</p>	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, monthly bank 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 form 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, ss. 6.(1), (5), (6), 8.(3), 10	Event + 10 year (Event = Plan approved or review completed; as applicable)	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, s. 70	Keep to provide Minister / public on request	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, s. 79.(1)	Not specified “shall keep”	79.(1) A housing provider shall keep records in accordance with the regulations.

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g052		OSS-Hs.Sr.-8 — Triggering Event Remedies — Limitation Period	Housing Services Act, 2011, S.O. 2011, c. 6, s. 92.(2)	Event + 2 years (Event = Triggering event; unless extended for 1 year by agreement)	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, s. 152	Not specified “shall prepare/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.
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”	11.(1) The following rules are prescribed for the purposes of clause 27.(1)(a) of the Act: . . . 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. 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.

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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 submit”	<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 managers 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 managers 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.
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”	<p>98.(8) A housing provider shall keep separate records and accounts for each capital reserve unless the service manager permits otherwise.</p>

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g053 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)	88.(1) This section governs the records that a service manager must keep under section 70 of the Act. (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. (4) The service manager must keep records that include, (a) a copy of the reports given to the Minister by the service manager under section 20 of the Act; (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 (c) a copy of every document used to prepare a report, document or written information referred to in clause (a) or (b). (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. (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.
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, s. 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.

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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.
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 en. 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 = contravention or last of contravention in 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, s. 45.9.(3); 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; unless exceptions apply)	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).
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.

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g056 Insurance 2 years	261	OBF-Insu.-2 — Statutory Conditions — Automobile Insurance Regulation	Statutory Conditions — Automobile Insurance Regulation, under the Insurance Act, O. R. 777/93, Schedule, s. 9.(4). Auto Insurance Proceedings Statutory Conditions — Limitation Period	Automobile or Contents: Event + 1 year (Event = loss) And: Persons and Other Property Event + 2 years (Event = cause of action arose)	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.
g056	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)	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. STATUTORY CONDITIONS 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.
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) Proceedings related to Lake Simcoe Region Conservation Authority under Conservation Authorities Act — Limitation Period	Event + 2 years (Event = Later of: day offence committed; or: day evidence of offence first came to attention of officer)	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: 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 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	Long-Term Care Homes Act, 2007, S. O. 2007, c. 8, ss. 6.(1),(7),(12) to (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. (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.
g061	455	OSS-LTCH-7 — Personal Information Authorization	Long-Term Care Homes Act, 2007, S. O. 2007, c. 8, s. 134.(1).	PRIVACY	134.(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.

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g061	457	OSS-LTCH-9 — Access to Long-Term Care Information	Long-Term Care Homes Act, 2007, S. O. 2007, c. 8, s. 177.	PRIVACY	<p>177.(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 his or her opinion, the disclosure is not related to those purposes.</p> <p>(4) 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>(5) 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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g061		OSS-LTCH-24 — Licensees — Use of Physical Restraint Devices Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 110.(8)	Not specified “shall ensure documented”	110.(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 36 of the Act is documented and, without limiting the generality of this requirement, the licensee shall ensure that the following are documented: 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.
g061	513	OSS-LTCH-41 — Licensees — Resident Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. R. 79/10, ss. 231, 232, 233.	Event + 10 years (Event = Resident discharged; at home for 1st year)	231. Every licensee of a long-term care home shall ensure that, (a) a written record is created and maintained for each resident of the home; and (b) the resident’s written record is kept up to date at all times. 232. Every licensee of a long-term care home shall ensure that the records of the residents of the home are kept at the home. 233.(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. (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.
g061		OSS-LTCH-49 — Resident Application Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 253.(4)(c), (d), 262.(f)	7 years	253.(4) The licensee shall, . . . (c) ensure that the information is recorded correctly; (d) retain a copy of the application; 262. For the purposes of section 92 of the Act, every licensee of a long-term care home shall keep, for each long-term care home operated by the licensee, . . . (f) all applications that the licensee is required to retain under clause 253.(4)(d);

<p>g062</p> <p>Long-Term Care Homes Act, 2007 – Operations</p> <p>7 years</p>	<p>452</p>	<p>OSS-LTCH-3 — Residents Information Packages</p>	<p>Long-Term Care Homes Act, 2007, S.O. 2007, c. 8, ss. 78(1), (2); as am. S.O. 2017, c. 25, Sched. 5, s. 20; as am. S.O. 2017, c. 25, Sched. 5, s. 20(1); as am. S.O. 2019, c. 5, Sched. 3, s. 12(15)</p>	<p>Not specified “shall ensure given</p>	<p>78(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>(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 24 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; (g) notification of the long-term care home’s policy to minimize the restraining of residents and how a copy of the policy can be obtained; <p>Note: On a day to be named by proclamation of the Lieutenant Governor, clause 78(2)(g) of the Act is repealed and the following substituted:</p> <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; (i) a statement of the maximum amount that a resident can be charged under paragraph 1 or 2 of subsection 91(1) for each type of accommodation offered in the long-term care home;
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>(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;</p> <p>(k) information about what is paid for by funding under this Act the Local Health System Integration Act, 2006 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;</p> <p>(l) a list of what is available in the long-term care home for an extra charge, and the amount of the extra charge;</p> <p>(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;</p> <p>(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;</p> <p>(o) information about the Residents' Council, including any information that may be provided by the Residents' Council for inclusion in the package;</p> <p>(p) information about the Family Council, if any, including any information that may be provided by the Family Council for inclusion in the package, or, if there is no Family Council, any information provided for in the regulations;</p> <p>(q) an explanation of the protections afforded by section 26; and</p> <p>(r) any other information provided for in the regulations.</p>

g062	453	OSS-LTCH-4 — Posting of Information for Residents	Long-Term Care Homes Act, 2007, S.O. 2007, c. 8, s. 79(1) to (3); as am. S.O. 2017, c. 25, Sched. 5, s. 21; as am. S.O. 2017, c. 25, Sched. 5, s. 21(1), (3); as am. S.O. 2019, c. 5, Sched. 3, s. 12(17)	Not specified	<p>79(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.</p> <p>(2) Every licensee of a long-term care home shall ensure that the required information is communicated, in a manner that complies with any requirements that may be provided for in the regulations, to residents who cannot read the information.</p> <p>(3) The required information for the purposes of subsections (1) and (2) is,</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 24 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; (g) notification of the long-term care home’s policy to minimize the restraining of residents, and how a copy of the policy can be obtained; <p>Note: On a day to be named by proclamation of the Lieutenant Governor, clause 79(3)(g) of the Act is repealed and the following substituted:</p> <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; (g.1) a copy of the service accountability agreement entered into in accordance with section 20 of the Local Health System Integration Act, 2006 or section 22 of the Connecting Care Act, 2019; (h) the name and telephone number of the licensee; (i) an explanation of the measures to be taken in case of fire; (j) an explanation of evacuation procedures; (k) copies of the inspection reports from the past two years for the long-term care home;
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					<p>(l) orders made by an inspector or the Director with respect to the long-term care home that are in effect or that have been made in the last two years;</p> <p>(l.1) a written plan for achieving compliance, prepared by the licensee, that the Director has ordered in accordance with clause 153(1)(b) following a referral under paragraph 4 of subsection 152(1);</p> <p>(m) decisions of the Appeal Board or Divisional Court that were made under this Act with respect to the long-term care home within the past two years;</p> <p>(n) the most recent minutes of the Residents' Council meetings, with the consent of the Residents' Council;</p> <p>(o) the most recent minutes of the Family Council meetings, if any, with the consent of the Family Council;</p> <p>(p) an explanation of the protections afforded under section 26; and</p> <p>(q) any other information provided for in the regulations.</p>
g062	454	OSS-LTCH-5 — Satisfaction Survey Documentation	Long-Term Care Homes Act, 2007, S. O. 2007, c. 8, s. 85.(4).	Not specified "shall ensure kept in long-term care home available for inspection"	<p>85.(4) The licensee shall ensure that,</p> <p>(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 (3);</p> <p>(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;</p> <p>(c) the documentation required by clauses (a) and (b) is made available to residents and their families; and</p> <p>(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 IX.</p>
g062		OSS-LTCH-6 — Long-Term Care Home — Accounts and Records	Long-Term Care Homes Act, 2007, S.O. 2007, c. 8, s. 92	Not specified "shall keep"	<p>92. 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> <p>(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</p> <p>(b) that meet any other requirements that may be provided for in the regulations.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g062		OSS-LTCH-18 Licensees — Meals Prepared for Persons who are not Residents / Revenue / Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 72.(5)	7 years	72.(5) If any food or beverages are prepared in the long-term care home for persons who are not residents of the home, the licensee shall maintain, and keep for at least seven years, records that specify for each week, (a) the number of meals prepared for persons who are not residents of the home; and (b) the revenue and internal recoveries made by the licensee relating to the sale or provision of any food and beverage prepared in the home, including revenue and internal recoveries made from cafeteria sales and catering.
g062		OSS-LTCH-19 Licensees — External Service Provider Agreements / Policies and Procedures	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 86.(2), (3)	7 years	86.(2) Where services under any of the programs are provided by a service provider who is not an employee of the licensee, the licensee shall ensure that there is in place a written agreement with the service provider that sets out the service expectations. (3) The licensee shall ensure that there are written policies and procedures to monitor and supervise persons who provide occasional maintenance or repair services to the home pursuant to the agreement referred to in subsection (2). <u>263.</u> For the purposes of section 92 of the Act, every licensee of a long-term care home shall ensure that a record required to be kept under this Part is retained for a period of at least seven years from the last day of the year in which the record was made, except in the case of an agreement mentioned in clause 262 (d) or (e), which must be kept for a period of at least seven years from the earlier of the date that the agreement ends or it is terminated by either party to the agreement. O. Reg. 79/10, s. 263.
g062		OSS-LTCH-20 — Licensees — Pest Control Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 88.(1)	Not specified “shall ensure program including”	88.(1) As part of organized programs of housekeeping and maintenance services under clauses 15.(1)(a) and (c) of the Act, every licensee of a long-term care home shall ensure that an organized preventive pest control program using the services of a licensed pest controller is in place at the home, including records indicating the dates of visits and actions taken.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g062		OSS-LTCH-23 — Licensees — Complaints Review Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 101.(2), (3)	Not specified “shall ensure kept”	101.(2) The licensee shall ensure that a documented record is kept in the home that includes, (a) the nature of each verbal or written complaint; (b) the date 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; (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 documented 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 home; and (c) a written record is kept of each review and of the improvements made in response.
g062		OSS-LTCH-27 — Licensees — Quarterly and Annual Evaluation Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 115 (5), 116.(5)	Not specified “shall ensure kept”	115.(5) The licensee shall ensure that a written record is kept of the results of the quarterly evaluation and of any changes that were implemented 116.(5) The licensee shall ensure that a written record is kept of the results of the annual evaluation and of any changes that were implemented.
g062		OSS-LTCH-32 — Licensees — Absence Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 140	Not specified “shall ensure recorded”	140. Every licensee of a long-term care home shall ensure that each medical absence, psychiatric absence, casual absence and vacation absence of a resident of the home is recorded.

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g062		OSS-LTCH-34 — Licensees — Transfer Lists	<i>General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 207(1)</i>	Not specified “shall keep”	207.(1) Every licensee of a long-term care home shall keep a transfer list consisting of, (a) the names of the residents of the home who are requesting a transfer from preferred accommodation in the home to basic accommodation in the home; (b) the names of the residents of the home who are requesting a transfer from private accommodation in the home to semi-private accommodation in the home; (c) the names of the residents of the home who are requesting a transfer from basic accommodation in the home to semi-private accommodation in the home; (d) the names of the residents of the home who are requesting a transfer from basic accommodation in the home to private accommodation in the home; (e) the names of the residents of the home who are requesting a transfer from semi-private accommodation in the home to private accommodation in the home; (f) the names of residents of the home who are requesting a transfer from a bed that is closing within 16 weeks to another bed in the home; and (g) where the home has a unit or area within the home that is primarily engaged in serving the interests of persons of a particular religion, ethnic origin or linguistic origin, the names of residents, (i) who are requesting a transfer to the unit or area or out of the unit or area and based on the class of accommodation requested, and (ii) who are in the unit or area and are requesting a change in class of accommodation within that unit or area.
g062		OSS-LTCH-36 — Licensees — Training and Orientation Evaluation Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 216.(2), (3)	Not specified “shall keep”	216.(2) The licensee shall ensure that, at least annually, the program is evaluated and updated in accordance with evidence-based practices and, if there are none, in accordance with prevailing practices. (3) The licensee shall keep a written record relating to each evaluation under subsection (2) that includes the date of the evaluation, the names of the persons who participated in the evaluation, a summary of the changes made and the date that those changes were implemented.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g062		OSS-LTCH-38 — Licensees — Quality Control Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 228 par. 4	Not specified “must be maintained”	ensure that the quality improvement and utilization review system required under section 84 of the Act complies with the following requirements: . . . 4. A record must be maintained by the licensee setting out, i. the matters referred to in paragraph 3, ii. the names of the persons who participated in evaluations, and the dates improvements were implemented, and iii. the communications under paragraph 3
g062		OSS-LTCH-39 — Licensees — Infection Prevention and Control Program Evaluation Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 229.(2)(e), (5)(b)	Not specified “must be maintained”	229.(2) The licensee shall ensure, . . . (e) that a written record is kept relating to each evaluation under clause (d) that includes the date of the evaluation, the names of the persons who participated in the evaluation, a summary of the changes made and the date that those changes were implemented. (5) The licensee shall ensure that on every shift, . . . (b) the symptoms are recorded and that immediate action is taken as required.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g062		OSS-LTCH-47 — Licensees — Trust Account Books of Account, Ledgers, Deposit Books, Deposit Slips, Pass-Books, Monthly Bank Statements, Cheque Books and Cancelled Cheques, Instructions, Authorizations and Acknowledgements of Receipt, Client Statements	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 241.(7)(g)	7 years	241.(7) The licensee shall, . . . (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
g062		OSS-LTCH-50 — Licensees — Financial Records, Books and Accounts, Reconciliation and Financial Reports and Supporting Documents	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 262.(a) to (d), (f) to (h), 263	7 years	<p>262. For the purposes of section 92 of the Act, every licensee of a long-term care home shall keep, for each long-term care home operated by the licensee,</p> <p>(a) complete current books of account relating to the long-term care home that,</p> <p>(i) contain sufficient detail to support the information required in any reconciliation reports requested by either the Minister or a local health integration network,</p> <p>(ii) set out all of the revenue and expenditures of the home,</p> <p>(iii) contain a separate record of money received by the licensee for the home from sources other than under the Act or under the Local Health System Integration Act, 2006, and</p> <p>(iv) are audited annually by a person licensed under the Public Accounting Act, 2004 or, in the case of a municipal home or a joint home approved under Part VIII of the Act, by the municipal auditor who audits the books of account and ledgers of the home;</p> <p>(b) reconciliation reports as required by the Minister under section 243 or a local health integration network in regulations under the Local Health System Integration Act, 2006;</p> <p>(c) any financial report requested by the Director under section 88 of the Act and the records used to produce that report;</p> <p>.....</p> <p>(f) all applications that the licensee is required to retain under clause 253.(4)(d);</p> <p>(g) records indicating the amounts the licensee has charged residents; and</p> <p>(h) records to substantiate that the licensee has provided residents with accommodation, care, services, programs and goods.</p> <p>263. For the purposes of section 92 of the Act, every licensee of a long-term care home shall ensure that a record required to be kept under this Part is retained for a period of at least seven years from the last day of the year in which the record was made, except in the case of an agreement mentioned in clause 262.(d) or (e), which must be kept for a period of at least seven years from the earlier of the date that the agreement ends or it is terminated by either party to the agreement.</p>

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g062		OSS-LTCH-51 — Licensees — Funding Agreements/ Service Accountability Agreements and Associated Records and Reports / Agreement for Charges between Licensees and Authorized Persons or Residents	General Regulation, under the Long–Term Care Homes Act, 2007, O. Reg. 79/10, ss. 262.(d), (e), 263	Event + 7 years (Event = Earlier of: date agreement ends or is terminated by either party)	262. For the purposes of section 92 of the Act, every licensee of a long–term care home shall keep, for each long–term care home operated by the licensee, . . . (d) any agreement between the Minister and the licensee for funding provided under section 90 of the Act and any service accountability agreement required by section 20 of the Local Health System Integration Act, 2006, the records and reports required under those agreements and the records used to produce those records and reports; (e) any written agreement for charges between the licensee and a resident or a person authorized to enter into an agreement on the resident’s behalf; 263. For the purposes of section 92 of the Act, every licensee of a long–term care home shall ensure that a record required to be kept under this Part is retained for a period of at least seven years from the last day of the year in which the record was made, except in the case of an agreement mentioned in clause 262.(d) or (e), which must be kept for a period of at least seven years from the earlier of the date that the agreement ends or it is terminated by either party to the agreement.
g062		OSS-LTCH-52 — Licensees — Nons–Arms Length Transaction Records	General Regulation, under the Long–Term Care Homes Act, 2007, O. Reg. 79/10, s. 265.(2)(b)	Event + 7 years (Event = Earlier of: date agreement ends or is terminated by either party)	262.(2) Subject to subsection (3), a licensee of a long–term care home shall not enter into a non–arm’s length transaction unless, . . . (b) the licensee keeps a record documenting the transaction and the details of the competitive procurement process.
g063 Long–Term Care Homes Act, 2007 – Food Records 1 year		OSS-LTCH-17 — Licensees — Food Purchases Records / Menus	General Regulation, under the Long–Term Care Homes Act, 2007, O. Reg. 79/10, s. 72.(4)	1 year	72.(4) The licensee shall maintain, and keep for at least one year, a record of, (a) purchases relating to the food production system, including food delivery receipts; (b) the approved menu cycle; and (c) menu substitutions.

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g064 Long-Term Care Homes Act, 2007 – Drug records		OSS-LTCH-29 — Licensees — Emergency Drug Supply Documentation	Not specified “shall ensure in place”	Not specified “shall ensure kept	123. Every licensee of a long-term care home who maintains an emergency drug supply for the home shall ensure, . . . (b) that a written policy is in place to address the location of the supply, procedures and timing for reordering drugs, access to the supply, use of drugs in the supply and tracking and documentation with respect to the drugs maintained in the supply;

<p>g064 2 years</p>		<p>OSS-LTCH-30 — Licensees — Drug Records</p>	<p>General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 133, 136.(4), (5)</p>	<p>2 years; in home</p>	<p>133. Every licensee of a long-term care home shall ensure that a drug record is established, maintained and kept in the home for at least two years, in which is recorded the following information, in respect of every drug that is ordered and received in the home:</p> <ol style="list-style-type: none"> 1. The date the drug is ordered. 2. The signature of the person placing the order. 3. The name, strength and quantity of the drug. 4. The name of the place from which the drug is ordered. 5. The name of the resident for whom the drug is prescribed, where applicable. 6. The prescription number, where applicable. 7. The date the drug is received in the home. 8. The signature of the person acknowledging receipt of the drug on behalf of the home. 9. Where applicable, the information required under subsection 136.(4). <p>.....</p> <p>136.(4) Where a drug that is to be destroyed is a controlled substance, the drug destruction and disposal policy must provide that the team composed of the persons referred to in clause (3)(a) shall document the following in the drug record:</p> <ol style="list-style-type: none"> 1. The date of removal of the drug from the drug storage area. 2. The name of the resident for whom the drug was prescribed, where applicable. 3. The prescription number of the drug, where applicable. 4. The drug’s name, strength and quantity. 5. The reason for destruction. 6. The date when the drug was destroyed. 7. The names of the members of the team who destroyed the drug. 8. The manner of destruction of the drug. <p>(5) The licensee shall ensure,</p> <ol style="list-style-type: none"> (a) that the drug destruction and disposal system is audited at least annually to verify that the licensee’s procedures are being followed and are effective; (b) that any changes identified in the audit are implemented; and (c) that a written record is kept of everything provided for in clauses (a) and (b). <p>Definition:</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>136.(3) The drugs must be destroyed by a team acting together and composed of,</p> <p>(a) in the case of a controlled substance, subject to any applicable requirements under the Controlled Drugs and Substances Act (Canada) or the Food and Drugs Act (Canada),</p> <p>(i) one member of the registered nursing staff appointed by the Director of Nursing and Personal Care, and</p> <p>(ii) a physician or a pharmacist;</p>
g064		OSS-LTCH-31 — Licensees — Adverse Drug Reaction and Medication Incident Records	General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, ss. 135.(1)(a), (2), (3)	2 years	<p>135.(1) Every licensee of a long-term care home shall ensure that every medication incident involving a resident and every adverse drug reaction is,</p> <p>(a) documented, together with a record of the immediate actions taken to assess and maintain the resident’s health;</p> <p>.....</p> <p>(2) In addition to the requirement under clause (1)(a), the licensee shall ensure that,</p> <p>(a) all medication incidents and adverse drug reactions are documented, reviewed and analyzed;</p> <p>(b) corrective action is taken as necessary; and</p> <p>(c) a written record is kept of everything required under clauses (a) and (b).</p> <p>(3) Every licensee shall ensure that,</p> <p>(a) a quarterly review is undertaken of all medication incidents and adverse drug reactions that have occurred in the home since the time of the last review in order to reduce and prevent medication incidents and adverse drug reactions;</p> <p>(b) any changes and improvements identified in the review are implemented; and</p> <p>(c) a written record is kept of everything provided for in clauses (a) and (b).</p>

<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>General Regulation, under the Long-Term Care Homes Act, 2007, O. Reg. 79/10, s. 234; as am. O. Reg. 451/18, s. 4; ss. 235, 236</p>	<p>Event + 7 years (Event = Staff member ceases working or being employed at home)</p>	<p>234.(1) Subject to subsections (2) and (3), every licensee of a long-term care home shall ensure that a record is kept for each staff member of the home that includes at least the following with respect to the staff member:</p> <ol style="list-style-type: none"> 1. The staff member’s qualifications, previous employment and other relevant experience. 2. Where applicable, a verification of the staff member’s current certificate of registration with the College of the regulated health profession of which he or she is a member, or verification of the staff member’s current registration with the regulatory body governing his or her profession. 3. Where applicable, the results of the staff member’s criminal reference check under subsection 75.(2) of the Act. 4. Where applicable, the staff member’s declarations under subsection 215.(4). <p>(2) The licensee is not required to keep the record provided for in subsection (1) with respect to a staff member who falls under clause (b) or (c) of the definition of “staff” in subsection 2.(1) of the Act and,</p> <ol style="list-style-type: none"> (a) will only provide occasional maintenance or repair services to the home; and (b) will not provide direct care to residents. <p>(3) Where the licensee obtains the information set out in paragraphs 3 and 4 of subsection (1) from a staff member, the licensee shall keep a record of that information with respect to the staff member.</p> <p>(4) The licensee is only required to ensure that the record under subsection (1) includes the matters set out in paragraphs 2, 3 and 4 of that subsection with respect to a staff member who falls under clause (c) of the definition of “staff” in subsection 2.(1) of the Act and,</p> <ol style="list-style-type: none"> (a) who will provide direct care to residents; or (b) who does not fall under clauses (2)(a) and (b) of this section. <p>235.(1) Subject to subsection (2), every licensee of a long-term care home shall ensure that the records of current staff members are kept at the home.</p> <p>(2) Where a staff member works at more than one long-term care home operated by the licensee, the licensee shall ensure that the record of the staff member is readily available at each home where the staff member works.</p> <p>236.(1) Every licensee of a long-term care home shall ensure that the record of every former staff member of the home is retained by the licensee for at least</p>
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					seven years after the staff member ceases working or being employed at the home. (2) A record kept under subsection (1) must be kept at the home for at least the first year after the staff member ceases working or being employed at the home. (3) Where a staff member referred to in subsection 235.(2) ceases to work or be employed at any of the long-term care homes operated by the licensee, the licensee shall ensure that the record is readily available for at least one year at each of the homes where the staff member worked or was employed.
g066 Marriage Act Shall keep	276	OLA-Marr.-1 — Issuers — Marriage Licences	Marriage Act, R. S. O. 1990, c. M.3, s. 13; as am. S. O. 1999, c. 12, Sched. F, s. 31.	Not specified “shall keep in his or her office”	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.
g066	277	OLA-Marr.-2 — Marriage Register	Marriage Act, R.S.O. 1990, c. M.3, s. 28(1).	Not specified	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 maintain in secure and accessible manner”	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.
g067 Not specified	465	OMUN-Muni01-14 — Local Board Records	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(2)	Not specified “shall retain 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.

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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 = Shall retain and preserve transferred records in a secure and accessible manner	<p>254.(3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records, but a local board shall not enter into such an agreement without the consent of each of the municipalities of which it is a local board and the municipality shall not enter into such an agreement unless the other municipalities, if any, with whom the municipality has joint duty to retain and preserve the records also are party to the agreement.</p> <p>(4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality or of a local board of the municipality if the local board falls within the definition of or is designated as an institution under that Act.</p> <p>(5) A person to whom records are transferred pursuant to an agreement under subsection (3) shall retain and preserve the records transferred to it in a secure and accessible manner.</p> <p>(6) A municipality and a local board shall ensure that a person to whom records are transferred pursuant to an agreement under subsection (3) fulfils the obligations under subsection (5).</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g067	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, 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.</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, subject to the approval of the auditor of the local board, 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
g067	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”	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, (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. (2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. (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. (4) Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.
g067		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	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.
g068 Municipal Act, 2001 – Appeals	566	OMUN-Muni01-10 — Municipality — Appeal Information	Municipal Act, 2001, S.O. 2001, c. 25, s. 222(6); as am. S.O. 2017, c. 23, Sched. 5, s. 49(3)	Keep to provide on request to Board	222.(6) The municipality shall provide any other information or material that the Board requires in connection with the appeal.

<p>g068 2 years</p>		<p>OMUN-Muni01-33 — Land Tax Repeals Applications — Limitation Period</p>	<p>Municipal Act, 2001, S.O. 2001, c. 25, ss. 358(1)–(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</p>	<p>Event + 2 years (Event = Application filed between March 1 and December 31 of year)</p>	<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 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.</p> <p>.....</p> <p>(3) An application 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>(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</p>
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					with this requirement does not invalidate the proceedings taken under this section.
g068		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 OMUN-Mn.El96-3 — Municipal Elections Clerk — Notice to Electors of By-laws and Questions	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.(3) to (6)	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.
g069	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)	Not specified	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.
g069	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g069	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).
g069	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).
g069	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.
g069	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.
g069	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.

g069	422	OMUN-Mn.EI96-13 — 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),(3) to (4); 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	Keep to provide on request / on written request	<p>19.(1) In the year of a regular election, the Municipal Property Assessment Corporation shall prepare a preliminary list for each local municipality and deliver it to the clerk.</p> <p>(1.1) The preliminary list must be delivered to the clerk no later than the following date:</p> <ol style="list-style-type: none"> 1. The date agreed upon by the clerk and the Municipal Property Assessment Corporation, which must be a date earlier than September 1. 2. If no date is agreed upon, the date prescribed by the Minister. 3. If no date is agreed upon or prescribed, July 31. <p>(1.2) For the purposes of subsection (1.1), the Minister may prescribe a date even though July 31 has already passed.</p> <p>.....</p> <p>(3) The preliminary list may be based on data from any source, including,</p> <ol style="list-style-type: none"> (a) the most recent enumeration under the Assessment Act; and (b) information from the records in the office of the Registrar General regarding the registration of births, deaths and changes of name made under the Vital Statistics Act and the Change of Name Act. <p>(3.1) If the Registrar General and the Municipal Property Assessment Corporation enter into an agreement governing the disclosure of the information described in clause (3)(b) by the Registrar General to the Corporation and governing the collection, use and disclosure of the information by the Corporation,</p> <ol style="list-style-type: none"> (a) the Registrar General is authorized to disclose the information to the Corporation for the purpose of complying with the agreement; and (b) the Corporation is authorized to collect, use and disclose the information in accordance with the agreement. <p>(3.2) The agreement between the Registrar General and the Municipal Property Assessment Corporation must contain the terms and conditions that the Registrar General considers appropriate with respect to,</p> <ol style="list-style-type: none"> (a) the use that the Corporation may make of the information; (b) the protection of the information, including the retention and destruction of the information; and (c) measures to verify that the Corporation complies with the agreement. <p>(3.3) The agreement may provide for the payment of fees.</p>
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					<p>(3.4) Any disclosure of personal information that is authorized under this section is deemed to comply with clause 42.(1)(e) of the Freedom of Information and Protection of Privacy Act and clause 32.(e) of the Municipal Freedom of Information and Protection of Privacy Act.</p> <p>(4) The preliminary list shall contain,</p> <p>(a) the name and address of each person who is entitled to be an elector under section 17; and</p> <p>(b) any additional information the clerk needs to determine for which offices each elector is entitled to vote.</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, and</p> <p>(e) an individual, corporation or trade union that is registered under section 39.1.</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) On the written request of a member of the House of Commons or of the Assembly who represents any part of the clerk's municipality, the clerk shall provide him or her with a copy of the voters' list.</p>

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g069	424	OMUN-Mn.EI96-16 — Clerk — Removal of Name from Voters List Applications	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 25 (4); as en. S.O. 2016, c. 15, s. 19	Not specified “shall be in writing/shall be filed”	25.(4) The application shall be in writing and shall be filed, (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.
g069	425	OMUN-Mn.EI96-17 — 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”	20(1) During the period beginning on September 15 and ending on September 25 in the year of a regular election, the clerk shall, (a) prepare an interim list of the changes to the voters’ list approved under sections 24 and 25 on or before September 15; and (b) give a copy of the interim list to each person who received a copy of the voters’ list under section 23 and to each certified candidate. (2) Within 30 days after voting day, the clerk shall, (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 Municipal Property Assessment Corporation.
g069	426	OMUN-Mn.EI96-18 — Clerk — Voters List	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 28(1)	Not specified “shall prepare”	28.(1) The clerk shall prepare and certify the voters’ list for use in each voting place established under section 45.
g069	427	OMUN-Mn.EI96-19 — 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).
g069	428	OMUN-Mn.EI96-20 — 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.

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g069	429	OMUN-Mn.EI96-21 — 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 the penalties under subsections 80.(2) and 92.(5) related to election campaign finances.
g069	430	OMUN-Mn.EI96-22 — 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.
g069	432	OMUN-Mn.EI96-24 — 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, <ul style="list-style-type: none"> (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.
g069	433	OMUN-Mn.EI96-25 — 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, . . . <ul style="list-style-type: none"> (b) as soon as possible after the close of voting, <ul style="list-style-type: none"> (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, on the request of a scrutineer or certified candidate, give him or her a copy of any list referred to in subclause (5)(b)(i).

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g069	434	OMUN-Mn.EI96-26 — 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>
g069	435	OMUN-Mn.EI96-27 — 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
g069	436	OMUN-Mn.EI96-28 — Clerk — Certified Copy of Orders	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 63.(9)	Not specified “shall give”	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). 1.(1) In this Act, . . . “clerk” means the clerk of a municipality;
g069	443	OMUN-Mn.EI96-35 — Municipal Election Controverted Election Applications — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 83.(2); as am. S. O. 2002, c. 17, Sched. D, s. 34	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
g069	446	OMUN-Mn.EI96-38 — 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.	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) However, a person is not entitled to inspect the contents of a ballot box unless authorized to do so by a court order.</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>(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 subsection (6) 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>
g069	447	OMUN-Mn.EI96-39 — Access to Records Exceptions	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(6),(11)	PRIVACY	<p>88.(6) However, a person is not entitled to inspect the contents of a ballot box unless authorized to do so by a court order.</p> <p>.....</p> <p>(11) A voters’ list prepared under this Act shall not be,</p> <p>(a) posted in a public place; or</p> <p>(b) made available to the public in another manner that is prescribed.</p>
g069	448	OMUN-Mn.EI96-40 — 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	<p>54.(4) The deputy returning officer shall, . . .</p> <p>(b) establish a list in which the objections are summarized and individually numbered; and</p> <p>(c) write the number of each objection on the back of the relevant ballot and initial the number.</p>

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g069	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.
g069	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.
g069	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 = December 1 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 December 1 of the fourth year following the year in which the regular election was held.
g069	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 = December 1 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 December 1 of the year of the next regular election after the by-election.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g069		OMUN-Mn.EI96-48 — 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.
g069		OMUN-Mn.EI96-49 — Clerks — Registered Third Parties Financial and Auditor’s Reports	<i>Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 88.29(1), (10); 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)
g069		OMUN-Mn.EI96-50 — Clerks — Compliance Audit Reports	<i>Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 88.34(2), (4); as en. S.O. 2016, c. 15, s. 64</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
g069		OMUN-Mn.EI96-54 — Clerks — Election Reports	<i>Ranked Ballot Elections Regulation, under the Municipal Elections Act, 1996, O. Reg. 310/2016, s. 28</i>	Keep to make available on request on website	28. As soon as possible after voting day, the clerk shall make the following information about the election for an office available to the public on a website or in another electronic format: 1. The number of ballots cast. 2. The number of ballots that were declined. 3. The number of ballots in which the votes for the office were rejected. 4. The threshold calculated under section 19 for the office. 5. The number of votes cast for each candidate at the first round of vote counting. 6. The results of each round of vote counting, including the number of votes received by each continuing candidate for the round and the number of exhausted ballots.
g069		OMUN-Mn.EI96-55 — Clerks — Election Reports	<i>Ranked Ballot Elections Regulation, under the Municipal Elections Act, 1996, O. Reg. 310/2016, Sched. 2, s. 3 (part)</i>	Keep to make available on request on website	Schedule 2: Variations to the Act — Ranked Ballot Elections Concurrent with Non-Ranked Ballot Elections 3. Section 54 of the Act shall be read as follows: . . . 54.(5) The deputy returning officer shall, (b) establish a list in which the objections are summarized and individually numbered; (6) As soon as possible after counting the votes, the deputy returning officer shall, (a) prepare a statement, in duplicate, showing the results of the election at the voting place; (b) place the ballots and all other materials and documents related to the election, except the original statement of results, in the ballot box; (c) seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal; and (d) deliver the original statement of results and the ballot box to the clerk. (10) 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: 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

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g069		OMUN-Mn.El96-58 — Candidates — Advertisement Records	<i>Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched., s. 88.22(1)(g) to (l); as en. S.O. 2016, c. 15, s. 60</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;

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g069		OMUN-Mn.El96-59 — Registered Third Parties — Contribution Records	<i>Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched., s. 88.26(1)(g) to (l); as en. S.O. 2016, c. 15, s. 60</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;
g070 Municipal Elections Act, 1996 - ballots 120 days	444	OMUN-Mn.El96-36 — Clerk — Ballots and Election Documents	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(1) to (3); as am. S. O. 2009, c. 33, Sched. 21, ss. 8.(49, 50).	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
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.
g071	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.
g071	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.

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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, s. 24.(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 whole 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	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	Event + 1 year (Event = Project finished; and shall be attached to elevating work platform near operator’s station)	<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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g073		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)	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. 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. (2) Subsection (1) does not apply with respect to an excavation, . . . (h) that is not a trench and is not made in Type 4 soil and with respect to which a professional 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. (3) The opinion in clause (2)(h) shall include details of, (a) the specific project and the location thereon; (b) any specific condition for which the opinion applies; and (c) the frequency of inspections. (4) The constructor shall keep on the project a copy of every opinion given by a professional engineer for the purpose of clause (2)(h) while the project is in progress. (5) The professional 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.
g073		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)	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. 89.(5) The constructor shall keep the design drawings and the statements on the project while the formwork or the falsework is in use.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g073		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 a professional engineer and made available to an inspector upon request.
g073		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) A professional 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 professional engineer.
g073		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g073		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.
g073		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.
g073	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.

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g073	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; and 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. (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.
g073	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; and kept at project while 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.
g073	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.	1.(1) In this Regulation, . . . “professional engineer” means a person who is a professional engineer within the meaning of the Professional Engineers Act; 1.2 In this Regulation, a requirement that a design, drawing, instruction, report, specification, opinion or other document be prepared by a professional engineer includes a requirement that he or she sign and seal it.

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g073	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	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, (a) the joint health and safety committee or the health and safety representative, if any, for the workplace; or (b) the workers, if there is no committee or representative for the workers. (12) The constructor shall keep at the project for the duration of the project, (a) a record of the servicing, cleaning and sanitizing of the facilities; and (b) a copy of the document required under subsection (9), if any.
g073	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; and shall be kept 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.
g073	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.

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g073	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.
g073		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)	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. 188.(4) A constructor shall, (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 (b) make a copy of the written measures and procedures available to every employer on the project. (5) The written measures and procedures shall include taking the following precautions to protect workers: 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. (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.

g073		<p>OCON-OHS-43 — Constructors — Multi-Point Suspended Scaffold Design Drawings / Deviations and Design Load Reports</p>	<p><i>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</i></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.</p> <p>.....</p> <p>142.4 The constructor shall keep at the project a copy of,</p> <p>(a) the written report under subsection 142.2(14);</p> <p>(b) the design drawings under subsection 142.2(15);</p> <p>(c) any written approvals under subsection 142.2(17); and</p> <p>(d) the written reports under subsection 142.3(4).</p> <p>.....</p> <p>142.2(14) Before a multi-point suspended multi-point suspended work platform is erected, the constructor shall ensure that the professional 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.</p> <p>(15) Design drawings for a multi-point suspended multi-point suspended work platform shall include,</p> <p>(a) a statement by the professional engineer that the design meets the requirements of this Regulation;</p> <p>(b) the size and specifications of all components, including the type and grade of all materials to be used;</p> <p>(c) the load factors and safety factors for the multi-point suspended work platform and all its components;</p> <p>(d) all the specified loads, including the loads during erection, dismantling, traversing and otherwise moving; and</p> <p>(e) the procedures for erection, dismantling, traversing and otherwise moving.</p> <p>.....</p> <p>(17) A deviation from the design drawings is permitted if the deviation,</p> <p>(a) is approved, in advance and in writing, by a professional engineer; and</p> <p>(b) complies with this Regulation.</p> <p>.....</p> <p>142.5(2) Before a worker is on a multi-point suspended 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> <p>(a) the manufacturer's instructions or a professional engineer's instructions;</p> <p>(b) instructions on the load limitations;</p>
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					<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 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 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.
g073		OCON-OHS-44— Constructors — Multi–Point Suspended Scaffold Inspection, Test, Repair, Modification, Maintenance Records	<i>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</i>	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 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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g073		OCON-OHS-48— Constructors — Hoist Platform Design Drawings	<i>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</i>	<i>Event + 1 year (Event = Project finished; with crane at all times during hoisting operations)</i>	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 more recent reports/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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g074	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 / equipment removed)	79.(1) Lifting equipment shall be thoroughly examined by a competent person to determine its capability of handling the maximum load is 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.
g074		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 more recent reports/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. 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.
g074	376	OS-OHS-86 — Pre-Start Health Exemption Documents	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss. 7.(10),(15); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2.	Event = Shall keep as long as protective element rack, stacking structure, lifting device, travelling crane or automobile hoist remains in workplace, or process is used in workplace	7.(10) If no pre-start health and safety review is required because subsection (5), (7), (8) or (9) applies, the owner, lessee or employer shall keep documents establishing the exemption readily accessible in the workplace for as long as the protective element rack or stacking structure or lifting device, travelling crane or automobile hoist remains in the workplace or the process is used in the workplace, as the case may be. (15) documents kept under subsection (10) may be reviewed, on request, by, (a) the joint health and safety committee or the health and safety representative, if any; or (b) an inspector.

g074	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),(13),(14); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2; as am. O. R. 420/10, s. 23.	Keep to make available on request in workplace with supporting documentation	<p>7.(2) Subject to subsections (5), (7), (8) and (9), a pre–start health and safety review is required it in a factory other than a logging operation, a provision of this Regulation listed in the Table applies and the circumstances 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> <ol style="list-style-type: none"> 1. New or modified engineering controls are used. 2. Other new or modified measures are used. 3. A combination of new, existing or modified engineering controls and other new or modified measures is used. <p>.....</p> <p>(4) A pre–start health and safety review includes the preparation of a written report that is made to the owner, lessee or employer and contains,</p> <p>(a) details. of the measures to be taken for compliance with the relevant provisions of this Regulation that are listed in the Table;</p> <p>(b) if testing is required before the apparatus or structure can be operated or used or before the process can be used, details of measures to protect the health and safety of workers that are to be taken before the testing is carried out, and</p> <p>(c) if item 3 or 7 of the Table applies, details of the structural adequacy of the apparatus or structure.</p> <p>.....</p> <p>(13) The person conducting a pre–start health and safety review shall,</p> <p>(a) date and sign the written report mentioned in subsection (4),</p> <p>(b) if the person is a professional engineer, affix his or her seal to the report; and</p> <p>(c) if the person is not a professional engineer, include in the report details of his or her special, expert or professional knowledge or qualifications.</p> <p>(14) Reports of pre–start health and safety reviews conducted under this section shall,</p>
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					<p>(a) be kept readily accessible in the workplace together with any supporting documents;</p> <p>(b) be provided to the joint health and safety committee or the health and safety representative, if any, before the apparatus, structure or protective element is operated or used or the process is used.</p>
g074	g073	<p>OCON-OHS-9 — Owner of Elevating Work Platforms — Inspections / Test / Repair Records and Repair Tags</p>	<p>Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 145, 146, 19</p>	<p>Event + 1 year (Event = Project finished; and shall be attached to elevating work platform near operator’s station)</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.</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, 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> <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> <p>(b) shall retain the documents described in clause (a) for one year after the project is finished.</p>
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					<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>(2) If section 4 applies, the documents described in subsection (1) shall be retained by the employer responsible for creating them.</p>
g075	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 ensure carried out/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>

g075	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.	<p>Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained</p>	<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> <ol style="list-style-type: none"> (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 (b) shall retain the documents described in clause (a) for one year after the project is finished.
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					(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. (2) If section 4 applies, the documents described in subsection (1) shall be retained by the employer responsible for creating them.
g075	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.
g075	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.
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, s. 18.(8)	Not specified	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.
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 + 1 year (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 one year 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g076	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 at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers.
g076	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 more recent reports/ 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g076	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>(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>
g076	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	<p>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 material safety data sheet when the employer is requested to do so by,</p> <p>(a) an inspector;</p> <p>(b) a worker at the workplace;</p> <p>(c) a member of the health and safety committee, if any;</p> <p>(d) the health and safety representative, if any; or</p> <p>(e) in the absence of a health and safety committee or health and safety representative, a representative of the workers at the workplace.</p>

g076	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 prepare/keep to provide on request”	<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.</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>32.0.7 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 32.0.1 be in written form and posted at a conspicuous place in the workplace.</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g076	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	<p>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.</p> <p>(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,</p> <p>(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</p> <p>(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.</p>
g076	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	<p>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.</p> <p>(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.</p>
g076	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”	<p>9.(22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.</p>

g076	OS-OHS-91 — Safety Data Sheets — Limitation/Expir y Period	<i>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37(1), (5); 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)</i>	Event + 3 years (Event = Date of publication)	<p>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.</p> <p>.....</p> <p>(5) Section repealed S.O. 2015, c. 27, Sched. 4, s. 2(4)</p> <p>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.</p> <p>(1.1) In addition to complying with subsection (1), the employer shall make a copy of a safety data sheet readily available to those workers who may be exposed to the hazardous material to which it relates.</p> <p>(2) The medical officer of health, at the request of any person, shall request an employer to furnish a copy of a current safety data sheet</p> <p>(3) At the request of any person, the medical officer of health shall make available to the person for inspection a copy of any safety data sheet requested by the person and in the possession of the medical officer of health.</p> <p>(4) A medical officer of health shall not disclose the name of any person who makes a request under subsection (2) or (3).</p> <p>(5) For greater certainty, a copy of a safety data sheet in an electronic format is a copy for the purposes of this section.</p> <p>(6) An employer shall consult with the committee and the health and safety representative, if any, on making safety data sheets available in the</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					workplace or furnishing them as required by clauses (1) (a) and (b) and subsection (1.1).
g076	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 working at heights training that is required by section 7. (2) The training record 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, issued by the Chief Prevention Officer, is a training record for the purposes of subsection (1). (4) The employer shall make a training record available to an inspector on request.
g077		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	Event + 3 years (Event = Date of successful completion of training program)	8. The working at heights training required under section 7 is valid for three years from the date of successful completion of the training program.

<p>g078</p> <p>Occupational Health and Safety Act – Accident Records</p> <p>Longer of 2 most recent reports or 1 year (1 year after project finished, if applicable)</p>	<p>243</p>	<p>OHC-OHS-1 — Employers — Accident Records</p>	<p>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.</p>	<p>1 year; or longer to ensure 2 more recent reports/records on file</p>	<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> <ul style="list-style-type: none"> (a) the name and address of the employer; (b) the nature and circumstances of the occurrence and of the bodily injury sustained; (c) a description of the machinery or thing involved, if any; (d) the time and place of the occurrence; (e) the name and address of the person who was critically injured or killed; (f) the names and addresses of all witnesses to the occurrence; (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 (h) the steps taken to prevent a recurrence. <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> <ul style="list-style-type: none"> (a) the name and address of the employer; (b) the nature and circumstances of the occurrence and of the bodily injury sustained by the worker; (c) a description of the machinery or thing involved, if any; (d) the time and place of the occurrence; (e) the name and address of the worker who was injured; (f) the names and addresses of all witnesses to the occurrence; (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 (h) the steps taken to prevent a recurrence. <p>(3) If an accident, explosion or fire at a facility causes injury requiring medical 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> <ul style="list-style-type: none"> (a) the nature and circumstances of the occurrence and of the injury sustained;
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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>

g078	OCON-OHS-32— Accident Notices and Reports Format	<p><i>Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 8; as am. O. Reg. 145/00, s. 6; as am. O. Reg. 142/17, s. 2; s. 9; as am. O. Reg. 145/00, s. 7(1), (2); as am. O. Reg. 142/17, s. 3(1), (2); s. 11; as am. O. Reg. 85/04, s. 3; s. 12; as am. O. Reg. 142/17, s. 5</i></p>	Not specified	<p>8. A written report under subsection 51(1) of the Act respecting an occurrence in which a person is killed or critically injured shall set out,</p> <ul style="list-style-type: none"> (a) the name and address of the constructor and the employer, if the person involved is a worker; (b) the nature and the circumstances of the occurrence and the bodily injury sustained by the person; (c) a description of the machinery or equipment involved; (d) the time and place of the occurrence; (e) the name and address of the person involved; (f) the names and addresses of all witnesses to the occurrence; (g) the name and address of the any legally qualified medical practitioner by whom the person was or is being attended for the injury; and (h) the steps taken to prevent a recurrence. <p>9.(1) A notice under subsection 52(1) of the Act respecting an occurrence involving a worker shall set out,</p> <ul style="list-style-type: none"> (a) the name, address and type of business of the employer; (b) the nature and the circumstances of the occurrence and the bodily injury or illness sustained by the worker; (c) a description of the machinery or equipment involved; (d) the time and place of the occurrence; (e) the name and address of the worker involved; (f) the names and addresses of all witnesses to the occurrence; (g) the name and address of any legally qualified medical practitioner by whom the worker was or is being attended for the injury or illness; (g.1) the name and address of each medical facility, if any, where the worker was or is being attended for the injury or illness; and (h) the steps taken to prevent a recurrence. <p>(2) A notice under subsection 52(2) of the Act (information and particulars respecting a worker’s occupational illness) shall contain the following information:</p> <ul style="list-style-type: none"> 1. The employer’s name, address and type of business. 2. The nature of the illness. 3. The worker’s name and address. 4. The name and address of any legally qualified medical practitioner by whom the worker was or is being attended for the illness. 5. The name and address of each medical facility, if any, where the worker was or is being attended for the illness. 6. A description of the steps taken to prevent a recurrence. <p>.....</p>
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				<p>11.(1) The following incidents are prescribed for the purpose of section 53 of the Act:</p> <ol style="list-style-type: none"> 1. A worker falling a vertical distance of three metres or more. 2. A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system. 3. A worker becoming unconscious for any reason. 4. Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment. 5. Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts. 6. Structural failure of all or part of falsework designed by, or required by this Regulation to be designed by, a professional engineer. 7. Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure. 8. Failure of all or part of the structural supports of a scaffold. 9. Structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench. 10. Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it. 11. Overturning or the structural failure of all or part of a crane or similar hoisting device. <p>(2) A notice under section 53 of the Act shall set out the circumstances of the occurrence and the steps taken to prevent a recurrence.</p> <p>12.(1) his section applies with respect to an occurrence for which a report under subsection 51.(1) of the Act or a notice under section 52 or 53 of the Act is given, if the occurrence involves a failure of all or part of,</p> <ol style="list-style-type: none"> (a) temporary or permanent works; (b) a structure; (c) an excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it; or (d) a crane or similar hoisting device. <p>(2) A constructor or employer who submits a report under subsection 51.1 of the Act (notice of death or injury) or gives a notice under section 52 or 53 of the Act (notice of accident, etc.) shall also provide, within 14 days after the</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g078		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	<p>occurrence, a professional engineer’s written opinion stating the cause of the occurrenceOMV-Hi.Tr.-</p> <p>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,</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; and</p> <p>(c) the name and address of the injured person.</p> <p>(4) A record kept as prescribed by subsection (3) for the inspection of an inspector shall be notice to the Director.</p> <p>.....</p> <p>6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p>
g078		OCON-OHS-1 — Employers — Accident Records	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, ss. 10, 19	Event + 1 year (Event = Project finished)	<p>10.(1) An employer shall keep in the employer’s permanent records a record of any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker from performing his or her usual work.</p> <p>(2) The record shall include particulars of,</p> <p>(a) the nature and circumstances of the occurrence and the injury sustained by the worker;</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>(3) An employer to whom subsection (1) applies shall make the record available to an inspector upon request.</p> <p>.....</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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
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.
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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g079	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”	<p>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,</p> <p>(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</p> <p>(b) under section 28, where the worker has been exposed to arsenic or ethylene oxide.</p> <p>(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,</p> <p>(a) the worker’s personal exposure record;</p> <p>(b) the results of the examination or clinical test.</p> <p>(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.</p> <p>(4) A physician who receives a request under subsection (2) or (3) shall comply with the request.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g079	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 end of retention dates	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; 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”	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. (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.

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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g082		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.
g082		OENV-Wt.Rs.-32 — Records of Site Conditions — Orders against Secured Creditors — Limitation Period	<i>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)</i>	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.
g082	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
g082	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.
g082	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”	amount of time each operator works as an operator-in-charge.
g082	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/prepared”	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g082	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
g082		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	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.
g082	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.
g082		OENV-Wt.Rs.-51 — Permit Holders — Permit Records	<i>Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 34.1(9)(f), 34.7(2)(e)</i>	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	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
			<p><i>Ontario Works Act S.O 1997, Schedule A Delivery Standards Directive (December 2016)</i></p>	<p>no less than 5 years</p>	<p>All records relating to Ontario Works should be retained for not less than five years.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. • 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 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. <p>The date of destruction should coincide with the provincial fiscal year-end (March 31st)</p>

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	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	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	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 lodged in office of clerk of each municipality”	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.
gg0900		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.

g090	567	OMUN-Plan.-10 — Appeal Records	<p>Planning Act, R.S.O. 1990, c. P.13, ss. 17(29), (29.1), (31), (32), (42), (42.1); as am. S.O. 1996, c. 4, s. 9; as am. S.O.1999, c. 12, Sched. M, s. 22; as am. S.O. 2017, c. 23, Sched. 5, ss. 87(1) to (4); ss. 22(9), (9.1); as am. S.O. 1996, c. 4, s. 13; as am. S.O. 1999, c. 12, Sched. M, s. 23(1); as am. S.O. 2017, c. 23, Sched. 5, s. 88(2); s. 34(23); as am. S.O. 1996, c. 4, s. 20(10); as am. S.O. 2006, c. 23, s. 15(11); as am. S.O. 2017, c. 23, Sched. 3, s. 10(8); ss. 51(35), (50), (51); as am. S.O. 1994, c. 23, s. 30; as am. S.O. 1996, c. 4, s. 28(7); as am. S.O. 1999, c. 12; Sched. M, s. 28(3); as am. S.O. 2017, c. 23, Sched. 5, ss. 99(2), (4), (5); ss. 53(15), (16), 16(1), (28), (29), (29.1); as am. S.O. 1994, c. 23, s. 32; as am. S.O. 1999, c. 12, Sched. M, s. 29; as am. S.O. 2006, c. 23, 13(11); as am. S.O. 2017, c. 23, Sched. 5, ss. 80, 100(2) to (5)</p>	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 under the Local Planning Appeal Tribunal Act, 2017 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 charged under the Local Planning Appeal Tribunal Act, 2017 are forwarded to the Tribunal 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, 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>
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				<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>22.(9) The clerk of a municipality or the secretary-treasurer of a planning board who receives a notice of appeal under subsection (7) shall ensure that,</p> <p>(a) a record is compiled which includes the prescribed information and material;</p> <p>(b) the notice of appeal, the record and the fee are forwarded to the Tribunal,</p> <p>(i) in the case of an appeal brought in accordance with paragraph 1 or 2 of subsection (7.0.2), within 15 days after the notice is filed,</p> <p>(ii) in the case of an appeal brought in accordance with paragraph 3 or 4 of subsection (7.0.2), 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, whether or not the plan is exempt from approval,</p> <p>(i) in the case of an appeal brought in accordance with paragraph 1 or 2 of subsection (7.0.2), within 15 days after the notice is filed,</p> <p>(ii) in the case of an appeal brought in accordance with paragraph 3 or 4 of subsection (7.0.2), within 15 days after the last day for filing a notice of appeal; 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>(9.1) Clauses (9)(b) and (d) do not apply,</p> <p>(a) in the case of an appeal brought in accordance with paragraph 1 or 2 of subsection (7.0.2), if the appeal is withdrawn within 15 days after the notice is filed;</p> <p>(b) in the case of an appeal brought in accordance with paragraph 3 or 4 of subsection (7.0.2), if all appeals under subsection (7) are withdrawn within 15 days after the last day for filing a notice of appeal.</p> <p>(9.1.1) Clause (9)(c) does not apply,</p> <p>(a) if the approval authority has notified the municipality or the planning board that it does not wish to receive copies of the notices of appeal and the records;</p> <p>(b) in the case of an appeal brought in accordance with paragraph 1 or 2 of subsection (7.0.2), if the appeal is withdrawn within 15 days after the notice is filed;</p>
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				<p>(c) in the case of an appeal brought in accordance with paragraph 3 or 4 of subsection (7.0.2), if all appeals under subsection (7) are withdrawn within 15 days after the last day for filing a notice of appeal.</p> <p>.....</p> <p>34.(23) The clerk of a municipality who receives a notice of appeal under subsection (11) or (19) shall ensure that,</p> <p>(a) a record that includes the prescribed information and material is compiled;</p> <p>(b) the notice of appeal, record and fee are forwarded to the Tribunal,</p> <p>(i) within 15 days after the last day for filing a notice of appeal under subsection (11.0.3) or (19), as the case may be, or</p> <p>(ii) within 15 days after a notice of appeal is filed under subsection (11) with respect to the failure to make a decision; 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>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; and</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.</p> <p>.....</p> <p>(50) An approval authority that receives a notice of appeal under subsection (39), (43) or (48) shall ensure that,</p> <p>(a) a record is compiled which includes the prescribed information and material; and</p> <p>(b) the record, 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 (39) or (49) or within 15 days after the notice of appeal under subsection (43) or (48) was received by the approval authority.</p> <p>(50.1) Despite clause (50)(b), if all appeals are withdrawn within 15 days after the last day for filing a notice of appeal under subsection (39) or (49) or within 15 days after the notice of appeal under subsection (43) or (48) was received by the approval authority, the approval authority is not required to forward the materials described under clause (50)(b) to the Tribunal.</p> <p>.....</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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; and</p> <p>(b) the record, the notice of appeal and the fee are forwarded to the Municipal Board within 15 days after the notice is filed.</p> <p>(16) If an appeal under subsection (14) is withdrawn, to 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 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 (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; and</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>(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>

g090		<p>OMUN-Plan.-15 — Records Compiled by Clerks for Approval Authority under ss. 17(29), (31) of Planning Act</p>	<p><i>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</i></p>	<p>Not specified “compiled”</p>	<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: 0.1 A certified copy of the notice of the adoption of the plan or plan amendment under subsection 17(23) of the Act. 1. A certified copy of the by-law adopting the proposed official plan or plan amendment. 2. A certified copy of the proposed official plan or plan amendment. 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 14(1). 6. A statement from an employee of the municipality or planning board as to whether the proposed official plan or plan amendment, i. is consistent with the policy statements issued under subsection 3(1) of the Act, ii. conforms or does not conflict with any applicable provincial plan or plans, and iii. in the case of a lower-tier municipality’s official plan or plan amendment, conforms with the upper-tier municipality’s official plan. 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. 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. 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. 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: 1. A certified copy of the by-law adopting the proposed official plan or plan amendment. 2. A certified copy of the proposed official plan or plan amendment. 3. In the case of a proposed official plan, a statement as to whether it replaces an existing official plan. 4. The original or a copy of all written submissions and comments and the dates they were received.</p>
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					<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> <p>8.1 [Repealed O. Reg. 297/19, s. 1.]</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g090		OMUN-Plan.-17 — Records Compiled by Clerks for O.M.B. (s. 22(9) of Planning Act)	<i>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)</i>	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 Municipal Board 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> <ol style="list-style-type: none"> 1. The original or a certified copy of the request for an amendment to the official plan. 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. 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. 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. 5. An affidavit or sworn declaration in accordance with subsection 14(1). 6. A statement from 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, and ii. conforms to or does not conflict with any applicable provincial plan or plans. 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. If applicable, a copy of the resolution of the council or planning board refusing to adopt the requested amendment. 10. If applicable, a copy of the written explanation for the refusal.

g090		<p>OMUN-Plan.-18 — Records Compiled by Clerks for O. M. B. (ss. 51(35), (50)(a) of Planning Act)</p>	<p><i>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)</i></p>	<p>Not specified “compiled”</p>	<p>8. A record compiled by the approval authority and forwarded to the Municipal Board under clause 51(35)(a) of the Act shall include the following:</p> <ol style="list-style-type: none"> 1.1 If applicable, a certified copy of the notice of the approval authority’s decision under subsection 51(37) of the Act. 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. 6. If the local municipality or planning board gave notice of the application, the original or a certified copy of the affidavit or sworn declaration described in subclause 6(2)(b)(ii). 7. If the approval authority gave notice of the application, an affidavit or sworn declaration of an employee of the approval authority certifying that the notice requirements under clause 51(20)(a) of the Act have been complied with. 8. If the local municipality or planning board held the public meeting, the affidavits or sworn declarations described in clauses 6(3)(b) and (c). 9. If the approval authority held the public meeting, <ol style="list-style-type: none"> 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 Municipal Board 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. 2. A copy of the decision of the approval authority, including the conditions and the lapsing provision, if any.
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					<p>3. A statement by an employee of the approval authority as to whether the decision of the approval authority,</p> <ul style="list-style-type: none"> i. is consistent with the policy statements issued under subsection 3(1) of the Act, ii. conforms with or does not conflict with any applicable provincial plan or plans, and iii. conforms with the official plan of the municipality or planning board. <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>

g090		OMUN-Plan.-19 — Records Compiled by Clerks for O.M.B. (s. 34(23) of Planning Act)	<i>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)</i>	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 Municipal Board 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, 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> <p>(a) shall be made by an employee of the municipality or planning board; and</p> <p>(b) shall contain,</p> <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, (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
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					(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.
g090		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 + 5 years (Event = 1[st] 10 year amendment) Bylaws: Event = Event + 3 years (Event = Such amendment)	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.
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	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;
g091	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	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;

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g091	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	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.
g091	112	OMUN-PLAN.-7 — Municipal Approval Authority Records	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 13.	Not specified	13. 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; (b) keep minutes of every meeting of the approval authority, including full particulars of all written comments made in respect to each application; and (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	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.
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.

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g093	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) Court Clerk — Parking Conviction Records	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.
g093		OLA-Pr.Of.-6 — Civil Enforcement of Fines — Limitation Period	Provincial Offences Act, R.S.O. 1990, c. P.33, s. 68(2)	Event + 2 years (Event = Default for which certificate issued)	68.(2) A certificate shall not be filed under subsection (1) after two years after the default in respect of which it is issued.
g094 Public Vehicles Act 1 year	233	OMV-Pb.Vh.-2 — Public Vehicles Hours of Labour/Trip Reports	General Regulation, under the Public Vehicles Act, R.R.O. 1990, Reg. 982, s. 24.	One year	24. A licensee shall keep a record of, (a) the hours of labour of all drivers and the vehicle or vehicles driven by each during those hours; (b) the operation of each public vehicle, showing each trip on which it is operated; and (c) every chartered or special trip operated by the licensee, including a copy of every chartered trip report referred to in section 11, and shall make the records available at any reasonable time within one year of the making thereof for inspection by an officer of the Ministry.
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
g095	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: acknowledgments)	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.
g095	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
g095	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.
g095	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.
g095		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
<p>g097</p> <p>Retirement Homes Act, 2010 – resident records</p> <p>7 years – financial or last day of residence +7 years - personal</p>		<p>OSS-Rt.Hm.-9 — Retirement Homes Licensees — Resident Plans of Care</p>	<p><i>Retirement Homes Act, 2010, S.O. 2010, c. 11, ss. 62(4), (11)</i></p>	<p>Not specified “shall ensure there is/documented”</p>	<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>(11) The licensee shall ensure that the following are documented in accordance with the regulations, if any:</p> <ol style="list-style-type: none"> 1. The provision of the care services set out in the plan of care. 2. The outcomes of the care services set out in the plan of care. 3. The effectiveness of the plan of care.
<p>g097</p>		<p>OSS-Rt.Hm.-19 — Offence Prosecutions — Limitation Period 7</p>	<p>Retirement Homes Act, 2010, S.O. 2010, c. 11, s. 98.(7)</p>	<p>Event + 2 years (Event = Day facts first came to knowledge of Registrar)</p>	<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
g097		OSS-Rt.Hm.-23 — Retirement Home Licensees — Plans of Care and Agreements	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 8</i>	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).

g097	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> <p>(a) the resident’s health number; and</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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> <ul style="list-style-type: none"> (a) the police background checks required by section 64 of the Act; (b) the declarations required by subsection 13.(3) of this Regulation; (c) the skills, qualifications and training of the staff who work in the home; (d) the training of volunteers required by section 66 of the Act; (e) the consultations required under subsection 25.(2) or paragraph 1 of section 26 of this Regulation, as the case may be; and (f) the screening required under subsection 27.(8) of this Regulation. <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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g097		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.
g098 Not specified		OSS-Rt.Hm.-31 — Retirement Home Licensees — Emergency Plans / Records	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 24(2), (5)(c)</i>	Not specified “shall keep/ ensure 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.
g098		OSS-Rt.Hm.-32 — Retirement Home Licensees — Infection Prevention and Control Program Consultation Records	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 27(3)</i>	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g098		OSS-Rt.Hm.-33 — Retirement Home Licensees — Respiratory or Gastrointestinal Illness Monitoring Records / Infectious Disease Processes / Tuberculosis Scans	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 27(4), (5), (8)</i>	Not specified “shall ensure established to document/recorded/are available ”	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. (5) The licensee of a retirement home shall ensure that, (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; (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 (c) processes for meeting the requirements in clauses (a) and (b) are established and the processes are recorded in writing. (8) The licensee of a retirement home shall ensure that, . . . (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.
g098		OSS-Rt.Hm.-35 — Retirement Home Licensees — Drug Administration Records	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, s. 32</i>	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.

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g098		OSS-Rt.Hm.-36 — Retirement Home Licensees — Medication Error / Error Reporting / Risk Evaluation Records	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 33(2)(a), (c), (3)</i>	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
g098		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.
g098		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 background 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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g098		OSS-Rt.Hm.-43 — Retirement Home Licensees — Complaint / Compliant Review Records	<i>General Regulation, under the Retirement Homes Act, 2010, O. Reg. 166/11, ss. 59(2), (3)</i>	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	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.
g099	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), 4.(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.

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g099	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.
g099	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;
g099	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
<p>g100</p> <p>Technical Standards and Safety Act, 2000 – Elevating Device design & instruction</p> <p>Until decommissioned or Transfer to new owners</p>	402	<p>OC-TSS-5 — Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions</p>	<p>Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 25.(2), 37.(f),(g).</p>	<p>Keep to make available on request and transfer to new owners</p>	<p>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.</p> <p>.....</p> <p>37. Every owner of an elevating device shall ensure that, . . .</p> <p>(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;</p> <p>(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.</p>
<p>g101</p> <p>Vital Statistics Act – Burial Permits</p> <p>Burial + 2 years</p>	349	<p>OBS-Vt.St.-3 — Offence Prosecutions — Limitation Period</p>	<p>Vital Statistics Act, R. S. O. 1990, c. V.4, s. 59.</p>	<p>Event + 1 year (Event = Dep. Registrar General becomes aware of facts on which proceeding based)</p>	<p>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.</p> <p>(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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g101		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 retain for such time as may be prescribed.	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.
g101		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.
g101		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.
g102	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.
Workplace Safety and Insurance Act, 1997 – Wages 2 years					
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	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.

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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 = Employed before being diagnosed)	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.
g103 25 years		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); as am. O. Reg. 423/09, s. 3(3); as am. O. Reg. 113/14, s. 2(1)	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 or primary-site testicular 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.

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g103		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, s. 3(3); as am. O. Reg. 113/14, s. 2(2) to (4); as am. O. Reg. 311/18, s. 2(2)	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 or multiple myeloma 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.
g103		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g103		OHR-WSI-22 — Firefighters Occupational Disease Claims — Primary– Site Esophageal Cancer — Limitation Period	Firefighters Regulations, under the Workplace Safety and Insurance Act, 1997, O. Reg. 253/07, s. 5.(5); as am. O. Reg. 423/09, s. 3.(5)	Event + 25 years (Event = Employed before being diagnosed)	5.(5) The presumption in subsection 15.1.(4) of the Act does not apply in respect of primary–site esophageal 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 25 years before being diagnosed.
g104 Workplace Safety and Insurance Act, 1997 – Accidents 2 years	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.	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.
g104		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 + 0.5 years (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.
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 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.

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g106 Home Care and Community Services Act, 1994		OSS-HCCS-3— Multi-Service Agency — Services of Volunteers Plan	Home Care and Community Services Act, 1994, S.O. 1994, c. 26, s. 13	Not specified “shall develop”	14. A multi-service agency shall develop and implement a plan for using the services of volunteers in the provision of community services by the agency and for recruiting, training, supervising, retaining and recognizing such volunteers.
g106 Not specified		OSS-HCCS-4— Service Providers — Employee Information	Home Care and Community Services Act, 1994, S.O. 1994, c. 26, ss. 18(14), (16) to (19)	Keep to provide agency on request	<p>18.(14) Upon the request of a multi-service agency, a service provider shall give a multi-service agency the following information about the employees who are providing the community service:</p> <ol style="list-style-type: none"> 1. A job description for each of the positions held by the employees. 2. The wages and benefits for each position. 3. The number of persons employed in each position at the premises. 4. A list of persons employed in each position, each person’s length of service, and their hours and schedule of work. 5. The name of each employee and his or her address as it appears in the employer’s records. <p>.....</p> <p>(16) The information given under subsections (14) and (15) shall be current as of the request date.</p> <p>(17) A person to whom information is given under subsection (14) or (15) shall use the information only for the purpose of matters arising under this section and section 17.</p> <p>(18) A person in possession of information given under subsection (14) or (15) shall not disclose it except as authorized by this section.</p> <p>(19) If a person fails to comply with the provisions of this section, an employment standards officer appointed under the Employment Standards Act may order what action, if any, the person shall take or what the person shall refrain from doing in order to constitute compliance with this section and may order what compensation shall be paid by the person to the Director appointed under that Act in trust for other persons.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g106		OSS-HCCS-7 — Approved Agencies — Abuse Prevention Plans	Home Care and Community Services Act, 1994, S.O. 1994, c. 26, s. 26(1)	Not specified “shall develop”	26.(1) An approved agency shall develop and implement a plan for preventing, recognizing and addressing physical, mental and financial abuse of persons who receive community services provided by the agency or purchased by the agency from other service providers.
g106		OSS-HCCS-8 — Service Providers — Prescribed Reports, Documents and Information	Home Care and Community Services Act, 1994, S.O. 1994, c. 26, s. 30	Keep to provide on request	30. A service provider shall, (a) give the Minister the prescribed reports, documents and information at the prescribed times; and (b) give the Minister such reports, documents and information as the Minister requests at the times specified by the Minister.
g106		OSS-HCCS-11 — Offence Prosecutions — Limitation Period	Home Care and Community Services Act, 1994, S.O. 1994, c. 26, ss. 62(8), (9); as am. S.O. 2002, c. 18, Sched. I, s. 14	Event = No limitation	66.(9) Section 76 of the Provincial Offences Act does not apply to a prosecution under this section. Definition: Provincial Offences Act, s. 76 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.

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g107		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.
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	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: 1. Every record or report related to a test required under any of the following provisions: i. Subsections 13–2.(3) and 13–4.(3) and sections 13–8 and 13–9 of Schedule 13. ii. Sections 15–2, 15–5 and 15–6 of Schedule 15. 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. (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. (6) If a professional engineer or professional hydro–geologist 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 professional engineer or professional hydro–geologist within such period as the professional engineer or professional hydro–geologist may specify.

g108	486	<p>OENV-SDW-39 — Owner/Operating Authority of Drinking-Water System — : Municipal: Large Non-Residential Small Non-Residential Non-Municipal: Year-Round Residential Seasonal Residential Large Non-Residential Small Non-Residential — 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</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): . . . 4. A copy of every report prepared under Schedule 21 or 22. (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. (4) The information must be available for inspection by any member of the public during normal business hours without charge, (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 (b) if the owner is not a municipality but the system serves a municipality, at the office of the municipality. (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. 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: . . . 2. Every report prepared under Schedule 21 4. If the owner gave the Director a written statement by a professional engineer under subsection 21-2.(3) of Schedule 21, a copy of the OWRA approval referred to in that subsection. (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. (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. (6) If a professional engineer 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</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>that the document or other record is given to the professional engineer or professional hydrogeologist within such period as the professional engineer 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 professional engineer 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 professional engineer who has experience in sanitary engineering related to drinking-water systems stating that,</p> <p>(a) the professional engineer or a person under his or her supervision has visited the system; and</p> <p>(b) in the professional engineer'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> <p>.....</p> <p>21-6. The professional engineer who prepares a report under section 21-2 or 21-3 shall immediately deliver the report to the owner of the system.</p>

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g108	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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: . . . iii. Section 17–13 of Schedule 17. <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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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.

g108	492	OENV-SDW-45 — 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. Reg. 170/03, s. 13(3) par. 1, s. 4; Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non- Residential; Non-Municipal Residential; Non-Municipal Residential; Non-Municipal Non-Residential), ss. 18–10 to 18.–13; as am. O. Reg. 418/09, s. 25(2); as am. O. Reg. 374/15, s. 9(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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: . . . iv. Sections 18–10 to 18–13 of Schedule 18. <p>.</p> <p>Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non-Residential; Non-Municipal Residential; Non-Municipal 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> <ol style="list-style-type: none"> 1. Subject to subsection (2), resample and test as soon as reasonably possible. 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>(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-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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 2. If the pesticide is detected under paragraph 1, take such other steps as are directed by the medical officer of health. <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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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>g109</p> <p>Safe Drinking Water Act – Day Nursery Operators</p> <p>6 years</p>		<p>OED-SDW-1 — School, Private School, Day Nursery Operators — Post 1990 Plumbing Weekly Flushing and Verification Records</p>	<p>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)</p>	<p>6 years</p>	<p>3.(4) The operator of a school, private school or day nursery shall ensure that a record is made of the date and time 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 day nursery 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 day nursery 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 day nursery shall ensure that the following documents and other records are kept for at least six years:</p> <ol style="list-style-type: none"> 1. Every record made under section 3, 4, 4.1, 5 or 5.1

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g109		OED-SDW-2 — School, Private School, Day Nursery Operators — Pre 1990 Plumbing Daily Flushing and Verification Records	Schools, Private Schools and Day Nurseries 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 day nursery shall ensure that a record is made of the date and time 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 day nursery 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 day nursery 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 day nursery 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>
g109		OED-SDW-3 — School, Private School, Day Nursery Operators — Cold Water Sample and Lead Testing Records	Schools, Private Schools and Day Nurseries 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 day nursery 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 day nursery 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 day nursery 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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g109		OED-SDW-4 — School, Private School, Day Nursery Operators — Safe Drinking Water Records/Test Results	Schools, Private Schools and Day Nurseries Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 8.(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	<p>8.(1) The operator of a school, private school or day nursery 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 day nursery:</p> <p>1. A copy of every record made under section 3, 4, 4.1, 5 or 5.1;</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>
g109		OED-SDW-5 — School, Private School, Day Nursery Operators — Cold Water Sample Test Results/Orders	Schools, Private Schools and Day Nurseries 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	<p>8.(1) The operator of a school, private school or day nursery 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 day nursery: . . .</p> <p>2. A copy of every test result obtained in respect of a test required under section 5, 5.1 or an order.</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 day nursery shall ensure that the following documents and other records are kept for at least six years: . . .</p> <p>2. Every test result obtained in respect of a test required under section 5, 5.1 or an order.</p>

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g109		OED-SDW-6 — School, Private School, Day Nursery Operators — Test Result Reports/Orders	Schools, Private Schools and Day Nurseries 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 day nursery 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 day nursery: . . .</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 day nursery 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>
g109		OED-SDW-8 — School, Private School, Day Nursery Operators — Records Retention	Schools, Private Schools and Day Nurseries 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 day nursery shall ensure that the following documents and other records are kept for at least six years:</p> <ol style="list-style-type: none"> 1. Every record made under section 3, 4, 4.1, 5 or 5.1. 2. Every test result obtained in respect of a test required under section 5, 5.1 or an order. 3. Every test result in respect of which a report was required under section 6. <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 day nursery 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>

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g109		OED-SDW-9 — School, Private School, Day Nursery Operators — Director’s Directions	Schools, Private Schools and Day Nurseries 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	<p>8.(1) The operator of a school, private school or day nursery 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 day nursery: . . .</p> <p>3.1. A copy of every director’s direction given under section 4.1, subsection 5.(2.2) and section 5.1.</p> <p>.....</p> <p>(4) Paragraph 3.1 of subsection (1) does not apply to a director’s direction that is more than two years old.</p> <p>.....</p> <p>9.(1) The operator of a school, private school or day nursery shall ensure that the following documents and other records are kept for at least six years: . . .</p> <p>4. A copy of every director’s direction given under section 4.1, subsection 5.(2.2) and section 5.1.</p>
g109		OED-SDW-10 — School, Private School, Day Nursery Operators — Combined Reports	Schools, Private Schools and Day Nurseries 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	<p>9.(1) The operator of a school, private school or day nursery shall ensure that the following documents and other records are kept for at least six years: . . .</p> <p>5. A copy of every report provided or received under subparagraphs 5.3.iii, iv and v of subsection 5.(2).</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 day nursery 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>

<p>g110</p> <p>Safe Drinking Water Act – Assessments & Reporting</p> <p>6 years g110</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</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. <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>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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>

g110	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; s. 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 this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;</p>
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					<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; and</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.</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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g110	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,(4),(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> <ol style="list-style-type: none"> 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. 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. 3. A copy of every annual report prepared under section 11. 4. A copy of every report prepared under Schedule 21 or 22. <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> <ol style="list-style-type: none"> (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 (b) if the owner is not a municipality but the system serves a municipality, at the office of the municipality. <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
g110	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	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: 1. Every record or report related to a test required under any of the following provisions: i. Subsection 13–2.(2), subsection 13–4.(2) and sections 13–5, 13–6 and 13–7 of Schedule 13. ii. Section 15–4 of Schedule 15. ii.1. Any provision in Schedule 15.1. ii.2 Section 15.2–2 of Schedule 15.2. (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. (6) If a professional engineer or professional hydro–geologist 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 professional engineer or professional hydro–geologist within such period as the professional engineer or professional hydro–geologist may specify.
g110	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	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.
g110	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 chloramination 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

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g110	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 Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), s. 2.2.(1) par. (6).	Event = Ensure instructions kept near equipment	2–2.(1) The owner of a drinking–water system shall ensure the following: . . . 6. Written operating instructions for the water treatment equipment are kept near the equipment.

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g110	479	OENV-SDW-32 — Schedule 4 Approval Conditions — Written Assessments	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 4: Relief from Schedule 1, s. 4.4; as am. O. R. 418/09, s. 13.	Not specified “shall ensure prepared”	<p>4–4. A person who proposes that the Director include a condition under clause 38.(2)(a) or 46.(2)(a) of the Act in an approval or municipal drinking water licence shall ensure that a written assessment is prepared in accordance with the following rules before an application is made under clause 38 (3)(a) or 46.(3)(a) of the Act:</p> <ol style="list-style-type: none"> 1. The assessment must be prepared by a professional hydro–geologist. 2. The assessment must assess the aquifer and the wells that the drinking–water system obtains water from, the well head protection and the impact of existing and anticipated land uses. 3. The assessment must include, <ol style="list-style-type: none"> i. the results of all drinking–water tests required under the Act during the 24 months before the assessment is prepared, and ii. the results of all analyses required under O. Reg. 459/00 (Drinking Water Protection — Larger Water Works) during the 24 months before the assessment is prepared, if the assessment is prepared less than 24 months after the revocation of that Regulation. 4. The assessment must include, <ol style="list-style-type: none"> i. a written statement from the professional hydro–geologist confirming that he or she has requested and, to the best of his or her knowledge, received all information in the possession of the medical officer of health that relates to the drinking–water system, ii. a written statement from the professional hydro–geologist confirming that he or she has consulted with the medical officer of health about potential health–related issues or concerns that relate to the drinking–water system, and iii. a summary of all the potential health–related issues and concerns that relate to the drinking–water system that were identified by the medical officer of health.

g110	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.

g110	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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: . . . iii. Sections 17–10 to 17–12 of Schedule 17. <p>.</p> <p>Schedule 17: Corrective Action Large Municipal Residential</p> <p>.</p> <p>17–1(1). 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> <ol style="list-style-type: none"> 1. Subject to subsection (2), resample and test as soon as reasonably possible. 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>(2) Paragraph 1 of subsection (1) does not apply to a report that is required to be made in respect of trihalomethanes.</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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 2. If the pesticide is detected under paragraph 1, take such other steps as are directed by the medical officer of health. <p>17–12. If an approval 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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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.
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g110		OENV-SDW-57 — Owner of Drinking-Water System — Financial Plans	<i>Financial Plans Regulations, under the Safe Drinking-Water Act, 2002, O. Reg. 453/07, ss. 1(3), 2 pars. 2, 5, 3 pars. 2, 5</i>	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. 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>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>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>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> <p>.....</p> <p>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>
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					<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>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>g111</p> <p>Safe Drinking Water Act – Maintenance and Operational Checks</p> <p>2 years</p>	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.(9) The owner of the drinking–water system shall ensure that,</p> <p>(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</p> <p>(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>

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g111	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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: <ol style="list-style-type: none"> i. Section 7. ii. Schedules 6 to 12. 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). (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. (6) If a professional engineer or professional hydro–geologist 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 professional engineer or professional hydro–geologist within such period as the professional engineer or professional hydro–geologist may specify.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g111	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 (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal 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 (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal 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> <p>(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.</p> <p>(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,</p> <p>(a) clause (6)(a);</p>

g111	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) pars. 1- 3, (1.1); 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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: . . . <ol style="list-style-type: none"> ii. Schedules 6 to 12. <p>.</p> <p>Schedule 6: Operational Checks, Sampling and Testing — General</p> <p>.</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> <ol style="list-style-type: none"> 1. The continuous monitoring equipment must, except when no water is being directed to users of water sampled by the equipment, <ol style="list-style-type: none"> i. test for the parameter with at least the minimum frequency specified in the Table for the parameter, and 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. 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, <ol style="list-style-type: none"> 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 ii. record the result of every test that causes an alarm to sound under paragraph 1 of subsection (1.1), along with the sampling location and the date and time of the test. 3. Test results recorded under paragraph 1 or 2 must be examined, within 72 hours after the tests are conducted, <ol style="list-style-type: none"> i. by a certified operator, in the case of, <ol style="list-style-type: none"> A. a large municipal residential system, B. a small municipal residential system, 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
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					<p>ii. by a trained person, in the case of,</p> <p>A. a non-municipal seasonal residential system,</p> <p>B. a small municipal non-residential system, or</p> <p>C. a small non-municipal non-residential system.</p> <p>.....</p> <p>(1.1) The standards referred to in paragraph 5 of subsection (1) are the following:</p> <p>1. The continuous monitoring equipment must cause an alarm to sound 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:</p> <p>i. The location where the equipment conducts tests.</p> <p>ii. A location where a person is present, if a person is not always present at the location where the equipment conducts tests.</p> <p>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.</p> <p>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,</p> <p>i. an alarm sounds under paragraph 1,</p> <p>ii. a record of a test result indicates that an alarm should have sounded under paragraph 1, or</p> <p>iii. there is good reason to believe that the continuous monitoring equipment has malfunctioned or lost power.</p>

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g111	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.(1),(2); 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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: . . . ii. Schedules 6 to 12. <p>.</p> <p>Schedule 6: Operational Checks, Sampling and Testing — General</p> <p>.</p> <p>6–10.(1) he 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> <ol style="list-style-type: none"> 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. 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. 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). 4. If the sample is taken under section 15.1–7 of Schedule 15.1 and tested for pH, <ol style="list-style-type: none"> i. the date and time of the test, ii. the name of the person who conducted it, and iii. the results of the test. <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
g111	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, s. 13.(1) par. 1, s. ii, Schedule 6, s. 6-5(1) paras. 1-3, (1.1); 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.
g111	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, s. 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g111	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 , 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>

g111	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. 3; 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 Escherichia coli (E. coli), 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 Escherichia coli (E. coli) 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> <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>
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					<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>17-7., 17-8. Sections repealed O. Reg. 247/06, s. 28.(5)</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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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 watermains to ensure that, <ol style="list-style-type: none"> 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 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. 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. 4. Take such other steps as are directed by the medical officer of health.

g111	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. 4; Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal 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> <ol style="list-style-type: none"> 1. Every record or report related to a test required under any of the following provisions: . . . iv. Sections 18–5 to 18–9 of Schedule 18. <p>.</p> <p>Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal 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 Escherichia coli (E. coli), the owner of the drinking–water system and the operating authority for the system shall ensure that the following corrective action is taken:</p> <ol style="list-style-type: none"> 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. 2. Immediately resample and test. 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, <ol style="list-style-type: none"> 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 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. 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 Escherichia coli (E. coli) 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. 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.
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				<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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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, <ol style="list-style-type: none"> 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 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. 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. 4. If total coliforms are detected under paragraph 1 and 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. 5. Take such other steps as are directed by the medical officer of health. <p>18-7., 18-8. Sections repealed O. Reg. 247/06, s. 29.(5)</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> <ol style="list-style-type: none"> 1. Resample and test as soon as reasonably possible. 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
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>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 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>g112 Compost Shipment Records 10 years</p>	<p>332</p>	<p>OMUN-Ev.Pr.-9 — Leaf / Yard Waste Composting Site Owners / Operators — Shipment Records</p>	<p>Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 19.</p>	<p>Event + 10 years (Event = shipment).</p>	<p>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: ...</p> <p>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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
<p>g113</p> <p>Health Tax Assessment</p> <p>Shall enter in</p>		<p>OHC-HPP-5 — Clerks of Municipalities — Collector’s Rolls</p>	<p>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</p>	<p>Not specified “shall enter in”</p>	<p>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.</p>
<p>g114</p> <p>Personal Health Information</p> <p>Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act</p>		<p>OHC-PHIPA-2 — Documents Where Individual Deceased</p>	<p>Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 9.(1)</p>	<p>PRIVACY Earlier of: Event + 50 years (Event = Death of individual; no longer private) Or: Event + 100 years (Event = Record created; no longer private)</p>	<p>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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g114		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.
g115		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	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. 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
<p>g116</p> <p>Small Drinking Water Systems – operating manuals & maintenance records</p> <p>Longer of equipment in use or 5 years</p>		<p>OHC-HPP-53 — Small Drinking Water System Owners/ Operators — Water Treatment Equipment Maintenance Records</p>	<p>Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 14.(1) par. 9</p>	<p>Longer of: Event = As long as water treatment equipment remains in use Or: 5 years</p>	<p>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: . . .</p> <p>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.</p>
<p>g116</p>		<p>OHC-HPP-54 — Small Drinking Water System Owners/ Operators — Manufacturer Operating Manuals or Instructions</p>	<p>Small Drinking Water Systems Regulation, under the Health Protection and Promotion Act, O. Reg. 319/08, s. 14.(1) par. 10</p>	<p>Longer of: Event = As long as water treatment equipment remains in use Or: 5 years</p>	<p>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: . . .</p> <p>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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g116		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
g117		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, ss. 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;
g118		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 of Finance 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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g118		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
<p>g119</p> <p>Corporations Act – Corporate Books and Records</p> <p>Shall Keep</p> <p>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</p>		<p>OC-Corp.-1 — Corporations — By-Laws and Special Resolutions</p>	<p>Corporations Act, R.S.O. 1990, c. C. 38, ss. 300 par. 2, 304.(1)(part), (2), (3), 305.(1)(part)</p>	<p>Not specified “shall cause to be kept at head office of corporation”</p>	<p>300. 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 . . . documents and registers mentioned in sections 41 and 300 . . . 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>(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) 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 a computer terminal or other electronic technology.</p> <p>.</p> <p>305.(1) The . . . documents and registers mentioned in sections 41 and 300, 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
g119		OC-Corp.-3 — Corporations — Letters Patent or Copy of Special Act of Incorporation	Corporations Act, R.S.O. 1990, c. C. 38, ss. 300 par. 1, 304.(1)(part), (2), (3), 305.(1)(part)	Not specified “shall cause to be kept”	<p>300. A corporation shall cause the following documents and registers to be kept:</p> <p>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.</p> <p>.....</p> <p>304.(1) The . . . documents and registers mentioned in sections 41 and 300 . . . 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>(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) 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 a computer terminal or other electronic technology.</p> <p>.....</p> <p>305.(1) The . . . documents and registers mentioned in sections 41 and 300, 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
g119		OC-Corp.-4 — Corporations — Meetings Minutes of Proceedings	Corporations Act, R.S.O. 1990, c. C. 38, ss. 299.(1), 304.(1)(part), (2), (3), 305.(1)(part)	Not specified “shall cause to be entered in books kept at head office of corporation”	<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, . . . 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>(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) 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 a computer terminal or other electronic technology.</p> <p>.....</p> <p>305.(1) The minutes of proceedings at meetings of shareholders or members mentioned in section 299 . . . 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
g119		OC-Corp.-5 — Corporations — Register of Directors	Corporations Act, R.S.O. 1990, c. C. 38, s. 300 par. 4; as am. S.O. 2004, c. 19, s. 10.(5); ss. 304.(1)(part), (2), (3), 305.(1)(part)	Not specified “shall cause to be kept at head office of corporation”	<p>300. 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 names and addresses of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director.</p> <p>.</p> <p>304.(1) The . . . documents and registers mentioned in sections 41 and 300 . . . 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>(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) 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 a computer terminal or other electronic technology.</p> <p>.</p> <p>305.(1) The . . . documents and registers mentioned in sections 41 and 300, 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>

<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); 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)</p>	<p>Event = There is no limitation period</p>	<p>16.(1) There is no limitation period in respect of,</p> <ul style="list-style-type: none"> (a) a proceeding for a declaration if no consequential relief is sought; (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; (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; (d) a proceeding to enforce an award in an arbitration to which the Arbitration Act, 1991 applies; (e) a proceeding under section 8 or 11.2 of the Civil Remedies Act, 2001; (f) a proceeding by a debtor in possession of collateral to redeem it; (g) a proceeding by a creditor in possession of collateral to realize on it; (h) a proceeding based on a sexual assault; (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: <ul style="list-style-type: none"> (i) the other person had charge of the person with the claim, (ii) the other person was in a position of trust or authority in relation to the person with the claim, (iii) the person with the claim was financially, emotionally, physically or otherwise dependent on the other person; (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: <ul style="list-style-type: none"> (i) they had an intimate relationship, (ii) the person with the claim was financially, emotionally, physically or otherwise dependent on the other person; (i) a proceeding to recover money owing to the Crown in respect of, <ul style="list-style-type: none"> (i) fines, taxes and penalties, or (ii) interest that may be added to a tax or penalty under an Act; (j) a proceeding described in subsection (2) that is brought by, <ul style="list-style-type: none"> (i) the Crown, or (ii) a delivery agent under the Ontario Disability Support Program Act, 1997 or the Ontario Works Act, 1997; or (k) a proceeding to recover money owing in respect of student loans, medical resident loans, awards or grants made under the Ministry of Training,
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<p>Colleges and Universities Act, the Canada Student Financial Assistance Act or the Canada Student Loans Act.</p> <p>(1.1) Clauses (1)(h),(h.1) and (h.2) apply to a proceeding whenever the act on which the claim is based occurred and regardless of the expiry of any previously applicable limitation period, subject to subsection (1.2).</p> <p>(1.2) Subsection (1.1) applies to a proceeding that was commenced before the day subsection 4 (2) of Schedule 2 to the Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2016 came into force, unless the proceeding,</p> <p>(a) was dismissed by a court and no further appeal is available; or</p> <p>(b) was 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> <p>17. There is no limitation period in respect of an environmental claim that has not been discovered. (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 and Universities Act, the Canada Student Financial Assistance Act or the Canada Student Loans Act.</p> <p>.....</p> <p>(4) This section and section 17 prevail over anything in section 15.</p> <p>17. There is no limitation period in respect of an environmental claim that has not been discovered.</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, s. 5	5 years	5. 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: 1. A record of the following information with respect to any spill of a pollutant from a waste transportation vehicle: 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. 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: 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 keeping”	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, including those records required under the Controlled Drugs and Substances Act (Canada);
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;
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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g124		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	Event = Shall ensure kept at home child care agency	74. Every licensee of a home child care agency shall ensure that an up-to-date 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.
g124		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 or home child care 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.
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	59.(1) A service system manager shall give the Minister, (a) such reports as the regulations require; and (b) such reports, documents and information as the Minister requests. (2) A service system manager shall give reports, documents and information requested under clause (1) (b) at the times the Minister specifies. (3) The reports, documents and information required under subsection (1) must be given in a manner authorized by the Minister.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g125		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 made”	<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>
g125		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 = 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, one copy of the report is kept on the premises of the child care centre or home child care agency and another copy is sent immediately to a program adviser.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g125		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) and any inspector or program adviser, and that in the case of a child care centre any recommendations are recorded in the daily written record referred to in subsection 37(1).</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.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g125		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)	<p>38.(1) Every licensee shall ensure that,</p> <p>(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</p> <p>(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;</p> <p>(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</p> <p>(d) the report and the summary of the report are each kept in accordance with section 82.</p> <p>(2) Every licensee of a child care centre or home child care agency shall,</p> <p>(a) conduct an annual analysis of all serious occurrences that occurred in the previous year at each child care centre operated by the licensee and at each premises where the licensee oversees the provision of home child care; and</p> <p>(b) keep records of the actions taken in response to the analysis.</p>
g125		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g125		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	82. 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.
g125		OSS-CCEY-34 — Child Care Centres / Home Child Care Agency Licensees — Disclosure Records	<i>General Regulation, under the Child Care and Early Years Act, 2014, O. Reg. 137/15, s. 83(2)</i>	3 years	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.
g125		OSS-CCEY-36 — Child Care Centres / Home Child Care Agency Licensees — Procedures Review Records	<i>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)</i>	3 years	6.1(6) [Repealed O. Reg. 51/18, s. 4(1).] (7) Every licensee of a child care centre or home child care agency shall have written policies and procedures that set out, (a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and (b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed. (8) Every licensee shall ensure that records of compliance or contraventions are kept in accordance with section 82

<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; on premises)</p>	<p>72.(1) Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times 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. 4. The address and telephone number at which a parent of the child or other person can be reached in case of an emergency during the hours when the child receives child care. 5. The names of persons to whom the child may be released. 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 within the meaning of the Education Act, immunization or any statement from a parent or legally qualified medical practitioner as to why the child should not be immunized. 9. Any symptoms indicative of ill health. 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. 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> <ol style="list-style-type: none"> (a) on the premises of the child care centre at which the child receives child care; or (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.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					<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 keep a copy of any individualized support plan that is in place for a child with special needs who receives child care at a child care centre it operates or at a premises where it oversees the provision of home child care.</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</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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g128 Development Charges Act – Development Charges Study Study preparation + 10 years			Development Charges Act, 1997, S.O. 1997, c. 27, ss. 5(1) par. 4	10 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 10-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. The estimate also must not include an increase in the need for service that relates to a time after the 10-year period immediately following the preparation of the background study unless the service is set out in subsection (5).</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
<p>g129</p> <p>Nutrient Management Act</p> <p>Expiry of plan + 2 years (maximum of 7 years)</p>		<p>OAF-Nt.Mg.-6 — NASM Plans / Annual Review and Update of Nutrient Management Strategy or Plans Records</p>	<p><i>General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, s. 28.1; as am. O. Reg. 511/05, s. 17; ss. 26.2.(1)(a), (e), (4), 26.3; as en. O. Reg. 338/09, ss. 25, 26</i></p>	<p>Not specified “shall keep”</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. (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(1) The person who owns or controls an agricultural operation shall, (a) annually, review any nutrient management strategy, plan or NASM plan that, (i) relates to the operation, and (ii) deals with the preceding year, the current year or the following year; (b) if the strategy, plan or NASM plan deals with the preceding year, prepare a summary of the activities carried out under it during that year; (c) if the strategy, plan or NASM plan deals with the current year or the following year, prepare any update that is necessary to ensure that it accurately reflects the anticipated operation on the farm unit or NASM plan area during that year; and (d) keep the update and summary. (2) The summary of a year’s activities referred to in clause (1)(b) must be completed by February 15 of the following year. (3) The update referred to in clause (1)(c) must be completed by February 15 of the year to which it relates.</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g129		OAF-Nt.Mg.-7 — Brokers — Prescribed Generator Materials Agreement Records	<i>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)</i>	Event + 4 years (Event = Date of receiving prescribed 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.
g129		OAF-Nt.Mg.-8 — Brokers — Prescribed Material Transfer Agreement Records	<i>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)</i>	Event + 4 years (Event = Date of transferring prescribed 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

	<p>OAF-Nt.Mg.-12 — Owners / Operators — Nutrient Management Strategy/Plan Operation Records and Annual Reports, Site Characterization Plans, Sampling and NASM Application Area Records</p>	<p>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; ss. 112, 113; as am. O. Reg. 338/09, s. 79; as am. O. Reg. 204/19, s. 13</p>	<p>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)) Or: (if Category 1</p>	<p>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. 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). (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;</p>
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
				NASM is applied) Event + 2 years (Event = Day record created) (O. Reg. 267/03, s. 113(2)(d))	(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
g129		OAF-Nt.Mg.-15 — Owner / Operators — Records Location and Retention	<i>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</i>	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; (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
g129		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	<i>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</i>	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.
g129		OAF-Nt.Mg.-30 — NASM Plan Development Certificates — Limitation Period	<i>General Regulation, under the Nutrient Management Act, 2002, O. Reg. 267/03, s. 102(5); as en. O. Reg. 338/09, s. 76</i>	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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g129		OAF-Nt.Mg.-40 — Records after Regulations Ceases to Apply	<i>Greenhouse Nutrient Feedwater Regulation, under the Nutrient Management Act, 2002, O. Reg. 300/14, s. 72(2) to (5)</i>	Event + 2 years (Event = Regulation ceases to apply; at agricultural operation)	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, (a) at the agricultural operation; or (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). (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. (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. (5) A person who is required to keep records under this section 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) 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.
g130 Highway Traffic Act – Vehicle Use & Maintenance 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.

g130	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)	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: 1. Identification records for the vehicle, including, 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, 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 issued in respect of the vehicle, and copies of equivalent documents from other jurisdictions issued in respect of the vehicle. 6. In the case of an inter-city bus, every under-vehicle inspection report for the inter-city bus submitted to the operator under section 13. 7. Copies of the notices and reports submitted to the operator under section 10.
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Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
					(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.
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(4).	Not specified	<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>20.4(2) A holder of an environmental compliance approval shall apply for a review of the approval,</p> <p>(a) on or before the date specified by the Director, if the Director has specified a date under section 20.12; or</p> <p>(b) if no date has been specified by the Director, on or before the date prescribed under subsection 176 (2.3). 2010, c. 16, Sched. 7, s. 2 (15).</p> <p>20.22 (2) A person who engages in a registered activity shall ensure that the confirmation of registration is retained and that,</p> <p>(a) the registration is maintained and updated in accordance with the regulations; and</p> <p>(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:</p> <p><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,</p> <p>(a) any reference to an environmental compliance approval includes,</p> <p>(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</p> <p>(ii) an approval granted under section 53 of the <i>Ontario Water Resources Act</i> before the day this section comes into force; and</p> <p>(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.(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

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
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. 27(7 to 9); as am. S.O. 2006, c. 23, s. 21(2); as am. S.O. 2009, c. 12, Sched. K, s. 2(2)	50 years	<p>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, . . .</p> <p>(d.1) the land or any use of or right therein is being acquired, directly or by entitlement to renewal for a period of 21 or more years but not more than 50 years, for the purpose of a renewable energy generation facility or renewable energy project, and in respect of which the person acquiring the land or any use of or right therein has made a declaration that it is being acquired for such purpose, which shall be conclusive evidence that it is being acquired for such purpose;</p> <p>.</p> <p>(5) Where land is within a plan of subdivision registered before or after the coming into force of this section, no person shall convey a part of any lot or block of the land by way of a deed, or transfer, or grant, assign or exercise a power of appointment in respect of a part of any lot or block of the land, or mortgage or charge a part of any lot or block of the land, or enter into an agreement of sale and purchase of a part of any lot or block of the land or enter into any agreement that has the effect of granting the use of or right in a part of any lot or block of the land directly or by entitlement to renewal for a period of twenty-one years or more unless, . . .</p> <p>(e.1) the land or any use of or right therein is being acquired, directly or by entitlement to renewal for a period of 21 or more years but not more than 50 years, for the purpose of a renewable energy generation facility or renewable energy project, and in respect of which the person acquiring the land or any use of or right therein has made a declaration that it is being acquired for such purpose, which shall be conclusive evidence that it is being acquired for such purpose;</p>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
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
<p>g147</p> <p>Alternative Low-Carbon Fuels</p> <p>3 years</p>		<p>OENV-Ev.Pr.-465 — Proponents — Consultation Reports / Oral Comments Records</p>	<p><i>Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 4 par. 3, 8</i></p>	<p>Keep to make available on request/ shall contain</p>	<p>Keep to make available on request/ shall contain</p> <p>Description:</p> <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 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
g147		OENV-Ev.Pr.-466 — Proponents — Carbon Dioxide Emission Intensity Reports / Statements	<i>Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 11(1) pars. 7, 8 (2)</i>	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>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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g147		OENV-Ev.Pr.-467 — ALCF Environmental Compliance Approval Holders — Deficiency Visual Inspection Records	<i>Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 13</i>	Event + 2 years (Event = Deficiency identified/remedied)	<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> <ol style="list-style-type: none"> 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. 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. 3. Immediately after the completion of each visual inspection mentioned in paragraph 1, an inspection record shall be prepared setting out, <ol 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. 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. 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>(2) The holder of an environmental compliance approval mentioned in subsection (1) shall retain,</p> <ol 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 (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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g147		OENV-Ev.Pr.-468 — ALCF Environmental Compliance Approval Holders — Fuel Records	<i>Alternative Low-Carbon Fuels Regulation, under the Environmental Protection Act, O. Reg. 79/15, s. 14</i>	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 name and address of the person who had possession of the fuel before it was transported to the site. 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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
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.
g148		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); 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.
g148		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.

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g148		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> <ul style="list-style-type: none"> (a) the contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the labels; (b) the contents required on a safety data sheet and the purpose and significance of the information contained on a safety data sheet; (c) procedures for the safe use, storage, handling and disposal of a hazardous product; (d) procedures for the safe use, storage, handling and disposal of a hazardous product when it is contained or transferred in, <ul style="list-style-type: none"> (i) a pipe, (ii) a piping system including valves, (iii) a process vessel, (iv) a reaction vessel, or (v) a tank car, a tank truck, an ore car, a conveyor belt or a similar conveyance; (e) procedures to be followed when fugitive emissions are present; and (f) procedures to be followed in case of an emergency involving a hazardous product. <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>

Cite Group	Citation #	FileLaw™ Entry	Ontario Citations	Retention or Limitation	Legislation text
g149 Pesticides Act 5 years		OPM-Pest.-4 — Public Work Owners / Operators — Annual Reports	<i>General Regulation, under the Pesticides Act, O. Reg. 63/09, ss. 25(1), (5)</i>	Event + 5 years (Event = Annual report prepared)	25.(1) The owner or operator of a public work with respect to which a pesticide mentioned in section 16 is used shall ensure that an annual report is prepared in accordance with this section. (5) For a period of at least five years after an annual report mentioned in subsection (1) is prepared, a copy of the annual report shall be, (a) kept at the head office of the owner of the public work; (b) 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.
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, s. 48.14(1); as am. O. Reg. 396/91, s. 8; as am. O. Reg. 438/08, s. 46; as am. O. Reg. 394/09, s. 20(3); as am. O. Reg. 170/14, s. 10; as am. O. Reg. 487/2016, s. 8(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. O. Reg. 536/18, s. 6.