



Budget & Administration Committee Meeting Agenda

Thursday, November 23, 2023

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Budget & Administration Committee Meeting

November 23, 2023 at 4:30 p.m.

Hamilton Conservation Authority is now conducting meetings in a hybrid format via an in-person and Webex platform.

All hybrid meetings can be viewed live on HCA's You Tube Channel:
<https://www.youtube.com/user/HamiltonConservation>

1. **Welcome** – Susan Fielding
2. **Declaration of Conflict of Interest**
3. **Approval of Agenda**
4. **Delegations**
5. **Consent Items**
 - 5.1. Approval of Budget & Administration Committee Minutes – September 23, 2023 Page 1
 - 5.2. 9 Month WSIB Injury Statistics Page 5
6. **Business Arising from the Minutes**
7. **Staff Reports/Memorandums**

Memorandums to be received

 - 7.1 3rd Quarter Financial Results – Operating – Scott Fleming Page 9
 - 7.2 3rd Quarter Financial Results – Capital & Major Maintenance – Scott Fleming Page 15
 - 7.3 3rd Quarter Vendor Report – Scott Fleming Page 19
 - 7.4 2024 Meeting Schedule – Lisa Burnside Page 21

Reports for recommendation

 - 7.5 Records Retention Schedule and File Classification Scheme – Jaime Tellier Page 23
 - 7.6 Records and Digital Initiatives Project Manager

2024 – 2025 Priorities
7.7 2024 Mileage Rate

– Jaime Tellier
– Nancy Watts

Page 103
Page 107

8. **New Business**
9. **In-Camera Items**
10. **Next Meeting – To be determined**
11. **Adjournment**

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

September 23, 2023

Minutes of the Budget & Administration Committee meeting held on Saturday, September 23, 2023 at 9:30 a.m., by Webex videoconference and livestreamed on YouTube.

Present: Susan Fielding, in the Chair
Jeff Beattie
Brad Clark
Alex Wilson
Maureen Wilson

Regrets: None

Staff Present: Lisa Burnside, Scott Fleming, Matt Hall, Bruce Harschnitz, Scott Peck, Jaime Tellier, and Nancy Watts

Others Present: None

1. Welcome

The Chair called the meeting to order and welcomed everyone present.

2. Declarations of Conflict of Interest

The Chair asked members to declare any conflicts under the HCA Administrative By-law. There were none.

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda.

BA 2320

**MOVED BY: Alex Wilson
SECONDED BY: Maureen Wilson**

THAT the agenda be approved.

CARRIED

4. Delegations

There were none.

5. Consent Items

The following consent item was adopted:

5.1. Approval of Budget & Administration Committee Minutes – August 17, 2023

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

7.1. Draft 2024 Operating & Capital Budgets

Scott Fleming presented a detailed overview of the draft budgets and answered the members' questions.

The operating budget is largely a maintenance budget with some provision for some key projects related to digital and information systems initiatives (IT Modernization), succession planning in our CAS division, asset management inventory, and establishing a funding stream for corporate climate change initiatives.

The budget requests a 2.75% levy increase to balance the budget. While higher than the 2% that has been requested for the past several years, the requested amount is still within reach of that typical figure and is required to address inflationary and wage cost pressures.

The capital budget provided through block funding at the City has been held at \$2M to address special projects and major maintenance at our conservation areas to enhance our facilities and ensure they are safe and functional to further improve our

conservation areas for current and future generations. Major projects include a \$300,000 expansion of the campgrounds at Valens Lake and a \$250,000 rebuilding of Fifty Point's entrance road, with various other smaller projects.

It was noted that contract staff in the watershed management services division transitioning to full time were previously budgeted at full benefit costs and therefore does not have a significant impact on the budget. This initiative is to assist with staff retention in the division.

There was discussion regarding the challenges and complexity of changes to budgeting processes, resulting from changes to the Conservation Authorities Act. The members thanked staff for their efforts to comply with the new system.

BA 2321

MOVED BY: Jeff Beattie

SECONDED BY: Maureen Wilson

THAT the 2024 Draft Operating Budget, as presented, be recommended for approval by the Board of Directors and;

THAT the 2024 Draft Capital Budget, as presented, be recommended for approval by the Board of Directors.

CARRIED

7.2. Administrative Bylaw Updates

Jaime Tellier presented a summary of the report and answered the members' questions.

There was discussion regarding procedures for technical difficulties when livestreaming Board and Committee meetings. Staff will endeavour to learn a way to communicate updates to the viewing public via the videoconferencing platform, should the livestream be interrupted.

Staff were directed to post the schedule of Section 28 hearing dates on the governance page of HCA's website, similar to other Board and Committee meeting dates. It was clarified that minutes of the Section 28 hearings will be posted on the website similar to other Board and Committee meetings.

BA 2322

MOVED BY: Alex Wilson

SECONDED BY: Maureen Wilson

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the Administrative By-Law be amended with the revisions noted in the attached draft, subject to and including any further revisions as noted during the September 21, 2023 meeting.

CARRIED

8. New Business

There was none.

9. In-Camera Items for Matters of Law, Personnel and Property

There were none.

10. Next Meeting

The next meeting of the Budget and Administration Committee was changed to Monday, October 16, 2023 at 4:30 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

11. Next Meeting Adjournment

On motion, the meeting adjourned.

Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Nancy Watts, Director of Human Resources & Wellness

MEETING DATE: November 23, 2023

RE: Workplace Safety & Insurance Board (WSIB)
Third Quarter review report for 2023

SUMMARY

It is important that HCA as an employer, maintain a healthy and safe workplace and take reasonable precautions and efforts to prevent workplace injuries and occupational diseases.

In the second quarter of 2023, HCA had five approved WSIB claims as detailed in the table below.

BACKGROUND

Workplace safety and insurance is a no-fault insurance system for work-related injuries and diseases. It is governed by the *Workplace Safety and Insurance Act, 1997* (WSIA), and is managed by the WSIB.

STAFF COMMENT

How the WSIB defines “accident”

- a chance event caused by a physical or natural incident, i.e., falling off a ladder or frostbite
- a wilful and intentional act, but not an act of the worker, i.e., being assaulted by a co-worker, and
- a disablement, which may be a condition that has emerged gradually over time, and cannot be attributed to a clearly defined time or place, i.e., carpal tunnel syndrome,

- is an “unexpected result” of the worker’s duties, wherein an accident that was originally believed to be minor resulted in disablement at a later date, i.e., a back injury from bending over to pick up equipment.

How the WSIB defines “occupational disease”

- a disease resulting from exposure to a substance that is related to a particular industrial process, trade or occupation
- a disease peculiar to, or characteristic of, a particular industrial process, trade or occupation,
- a medical condition that, in the WSIB’s opinion, requires a worker to be removed either temporarily or permanently from exposure to a substance because the condition may be a precursor to an occupational disease
- a disease listed in the WSIB applicable to firefighters and fire investigators.

A worker who suffers from, and is impaired by, an occupational disease is entitled to receive benefits under the WSIB as if the disease were a personal injury by accident.

WSIB reportable Injuries – Third Quarter review (January through Sept. 2023)

There are 6 approved claims reported January through September 2023

Claim type	January thru Sept 2023	January thru Sept 2022	Comments – 2023 incidents
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	2	1	<ul style="list-style-type: none"> - Worker cut right hand & finger while installing a drop ceiling - Worker while drilling a screw into a railing, the drill bit slipped and punctured the workers finger
Lost Time	2	0	<ul style="list-style-type: none"> - Worker while squatting to slid a box on the floor twisted his body and felt a sharp pain in lower back - Worker attempting to push a zero-turn mower on a trailer, felt a severe pain in their right ankle
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	0	5	
Lost Time	2	1	<ul style="list-style-type: none"> - Worker twisted/sprained knee when changing position from a kneeling to standing - Lifeguard while swimming an endurance exercise in the pool hit her head, felt dizzy and nauseous when she exited the pool
Year to date Total	6	7	

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Providing a positive and safe environment for both staff and visitors

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

HCA generally has a good safety record with minor reportable incidents. Once an injury has occurred it is important to return the injured worker to work as quickly and safely as possible and HCA has a strong early return to work program administered through human resources.

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Memorandum

TO: Budget & Administration Committee

FROM: Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: November 23, 2023

RE: HCA Q3 Financial Results – Operating

Hamilton Region Conservation Authority

	9 mos. <u>2023</u>	9 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Watershed Management & Services	\$ 16	\$ (231)	\$ 247	\$ -	\$ -	\$ -
Conservation Areas	\$ 2,308	\$ 2,507	\$ (199)	\$ 1,393	\$ 2,317	\$ (924)
Westfield Heritage Village	\$ 21	\$ 317	\$ (296)	\$ -	\$ 160	\$ (93)
Central Support Services	\$ 198	\$ (311)	\$ 508	\$ (1,393)	\$ (797)	\$ (596)
Net surplus	<u>\$ 2,543</u>	<u>\$ 2,282</u>	<u>\$ 260</u>	<u>\$ -</u>	<u>\$ 1,680</u>	<u>\$ (1,680)</u>

Summary of Results

The third quarter results saw all areas perform well and exceeded budgeted expectations overall in most areas.

Camping and Marina operations within Conservation Areas performed particularly well with good spring weather. Admissions also exceeded prior year performance levels year to date and continue to defy softening assumptions.

Our Operating position remains strong with a \$2.5M surplus, leaving HCA situated well to head into the final quarter of the year, when revenues are generally reduced to day admissions and are weather dependent, while at the same time expenses remain constant.

Watershed Management Services

	9 mos. <u>2023</u>	9 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 1,628	\$ 1,670	\$ (43)	\$ 2,267	\$ 1,448	\$ 818
Transfer from reserves	-	676	(676)	22	2,638	(2,616)
Permits, fees & misc.	250	243	6	380	303	77
Grants	195	184	11	242	301	(58)
Other	-	-	-	-	-	-
Total	<u>2,073</u>	<u>2,775</u>	<u>(702)</u>	<u>2,911</u>	<u>4,691</u>	<u>(1,779)</u>
Expenses						
Staff	1,366	1,281	85	2,585	1,750	835
Materials & Supplies	29	32	(3)	115	55	60
Utilities	19	18	1	24	23	1
Equipment	35	26	10	35	31	4
Contracts & Consultants	503	1,592	(1,088)	30	2,684	(2,654)
Other	104	57	46	123	149	(25)
Total	<u>2,057</u>	<u>3,006</u>	<u>(949)</u>	<u>2,911</u>	<u>4,691</u>	<u>(1,779)</u>
Net surplus / (deficit)	<u>\$ 16</u>	<u>\$ (231)</u>	<u>\$ 247</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenues

Municipal Levy remains the primary revenue source, with 3 of 4 payments having been recognized. Transfers from reserves to occur in Q4 to offset Project Costs found in Contracts & Consulting (timing). Permits and fees are trending unfavourable to budget, however, slightly higher than last year, although fees were increased. Grants are tracking on budget for the year.

Expenses

Staff costs are higher than last year as expected, however, some roles were vacant for longer than anticipated, as the full compliment was brought on to address scheduled work. Contractors and Consultant costs are lower than last year as work on Saltfleet Wetland had a spend of \$1.2M in 2002 vs. \$356K in 2023. Costs which had been covered by transfers from reserves last year, but have not been covered from transfers from reserves this year (timing - transfers to occur in Q4). All other expenses are tracking at/or favourable to, budget, with no concerns.

Net surplus / (deficit)

A Balanced Budget for the year is still anticipated within Watershed Management Services.

Conservation Areas

	9 mos. <u>2023</u>	9 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Admissions	\$ 2,861	\$ 2,801	\$ 60	\$ 3,309	\$ 3,485	\$ (176)
Marina	1,766	1,699	67	1,538	1,477	61
Camping	1,618	1,582	35	1,741	1,802	(61)
Cabins	146	-	146	188	-	188
Concessions	219	221	(1)	210	234	(24)
Other	325	368	(42)	412	530	(118)
Total	<u>6,935</u>	<u>6,671</u>	<u>264</u>	<u>7,397</u>	<u>7,528</u>	<u>(130)</u>
Expenses						
Staff	2,532	2,201	332	3,349	2,803	545
Equipment	596	548	48	827	685	141
Utilities	287	266	21	383	336	47
Materials & Supplies	242	200	42	329	573	(244)
Contracts & Consultants	108	91	17	122	138	(16)
Other	861	858	3	996	675	321
Total	<u>4,627</u>	<u>4,164</u>	<u>463</u>	<u>6,005</u>	<u>5,211</u>	<u>794</u>
Net surplus / (deficit)	<u>\$ 2,308</u>	<u>\$ 2,507</u>	<u>\$ (198)</u>	<u>\$ 1,393</u>	<u>\$ 2,317</u>	<u>\$ (924)</u>

Revenues

Overall revenues are up 4% over 2022, with the Camping, Marina, and the new Cabins performing well. This overall level of Revenue is on par with 2021 as well.

Marina operations were once again at full capacity, already exceeding annual budget expectations by \$228K.

Camping continued to exceed previous highs, with the Cabins opening to the public in Q1.

Other revenues are down primarily due to fewer rentals compared to prior year Q3.

Expenses

Staffing costs are up significantly as expected over last year and are tracking well to budgeted levels.

All other costs are tracking to budget, or only tracking slightly higher.

Net surplus / (deficit)

Admissions softness was expected but Camping & Marina performance surpassed expectations.

Camping at both Valens Lake and Fifty Point indicate the desire for the activity continues despite alternative recreational activities being widely available with pandemic restrictions now absent.

A \$2.3M surplus is less than the prior year at this point, as expenses are significantly higher, however, the last quarter of the year is still upcoming, recognizing that Admissions to our CAs can be weather dependent and subject to fluctuations in the fall.

Westfield Heritage Village Conservation Area

	9 mos. <u>2023</u>	9 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 474	\$ 624	\$ (150)	\$ 624	\$ 614	\$ 10
Events	97	66	31	78	101	(23)
Admissions	49	57	(9)	72	69	3
School Programs	43	15	28	30	32	(2)
Other	<u>14</u>	<u>97</u>	<u>(83)</u>	<u>78</u>	<u>128</u>	<u>(50)</u>
Total	<u>677</u>	<u>859</u>	<u>(182)</u>	<u>881</u>	<u>943</u>	<u>(62)</u>
Expenses						
Staff	442	371	71	558	521	37
Advertising & Promotion	24	16	7	100	21	80
Utilities	41	43	(3)	60	59	1
Materials & Supplies	31	20	11	33	46	(13)
Equipment	42	40	2	59	54	5
School Programs	19	8	11	15	16	(1)
Other	<u>57</u>	<u>44</u>	<u>13</u>	<u>57</u>	<u>42</u>	<u>15</u>
Total	<u>656</u>	<u>542</u>	<u>113</u>	<u>881</u>	<u>784</u>	<u>98</u>
Net surplus / (deficit)	<u>\$ 21</u>	<u>\$ 317</u>	<u>\$ (295)</u>	<u>\$ -</u>	<u>\$ 160</u>	<u>\$ (160)</u>

Revenues

City support remains the primary revenue source, with 3 of 4 payments having been recognized.

Events have fully returned, performing exceptionally well, having already exceeded annual budget expectations significantly (+24%)

Admissions have declined from Q3 last year, may not achieve budgeted expectations.

School programs have returned, and have already exceeded budgeted expectations for the year by 43%.

Expenses

Staff expense are the largest cost component and are presently tracking to budget.

All other expenses are within reasonable tolerances and tracking to budget overall.

Net surplus / (deficit)

Currently in a slight surplus position, optimistic that regular admissions volume grows as we continue to expand Westfield into a hiking destination, in addition to the heritage village for which it is well known.

Central Support Services

	9 mos. <u>2023</u>	9 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 1,479	\$ 2,448	\$ (969)	\$ 1,943	\$ 2,677	\$ (733)
Equipment	967	934	33	1,325	1,233	92
Foundation	121	98	24	188	128	60
Management fees	504	448	56	500	438	62
Interest	573	206	367	235	361	(126)
Rental houses	123	125	(2)	180	170	10
Other	<u>54</u>	<u>94</u>	<u>(40)</u>	<u>74</u>	<u>(763)</u>	<u>837</u>
Total	3,821	4,352	(531)	4,445	4,243	202
Expenses						
Staff	2,565	2,297	269	3,467	3,020	446
Utilities	309	285	23	402	365	37
Equipment	28	61	(32)	83	60	22
Materials & supplies	47	44	3	107	72	35
Other	<u>674</u>	<u>1,976</u>	<u>(1,302)</u>	<u>1,779</u>	<u>1,523</u>	<u>257</u>
Total	<u>3,623</u>	<u>4,663</u>	<u>(1,039)</u>	<u>5,838</u>	<u>5,040</u>	<u>797</u>
Net surplus / (deficit)	<u>\$ 198</u>	<u>\$ (311)</u>	<u>\$ 508</u>	<u>\$ (1,393)</u>	<u>\$ (797)</u>	<u>\$ (596)</u>
Land, Vehicle & equipment activity						
Donations & misc.	1,250	-	1,250	-	-	-
Transfer from Reserves	<u>-</u>	<u>1,030</u>	<u>(1,030)</u>	<u>300</u>	<u>3,638</u>	<u>(3,338)</u>
	<u>\$ 1,250</u>	<u>\$ 1,030</u>	<u>\$ 220</u>	<u>\$ 300</u>	<u>\$ 3,638</u>	<u>\$ (3,338)</u>
Land	-	3,057	(3,057)	-	3,054	(3,054)
Vehicles & misc.	<u>387</u>	<u>266</u>	<u>121</u>	<u>300</u>	<u>517</u>	<u>(217)</u>
	<u>\$ 387</u>	<u>\$ 3,323</u>	<u>\$ (2,936)</u>	<u>\$ 300</u>	<u>\$ 3,571</u>	<u>\$ (3,271)</u>

Revenues

Levy had 3 of 4 payments recognized, lower than prior year, as all Levy payments had been recognized. Equipment revenue is up from last year as an increase in fees was budgeted to cover higher maintenance costs and is tracking closely to budget.

Management fees are higher than prior year as Lakeland Pool is now open, after 2022's closure.

Interest income rose dramatically reflecting 2023's higher interest rates, doubling budgeted expectations as a result.

Expenses

Staffing is the major cost within CSS, remains favourable to budget, albeit although significantly higher than the prior year.

Net surplus / (deficit)

The Budget for 2023 anticipated a decline from 2022 levels, however, thus far it is tracking favourably.

Land, Vehicle & equipment activity

Funding from Environment and Climate Change amounting to \$1.25M was received in Q1 in relation to land acquisition.

Vehicle and Equipment purchases have exceeded Budget as some equipment reached end of life sooner than expected, requiring replacement.

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Memorandum

TO: Budget & Administration Committee

FROM: Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: November 23, 2023

RE: HCA Nine-Month Financial Results – Capital & Major Maintenance

CAPITAL WORKS: JANUARY THROUGH SEPTEMBER 2023

Valens Lake Conservation Area

Major Maintenance 53.7%

Utilities	\$ 59,140
Bridges	18,380
Forestry	7,675
Building Maintenance	7,120
Other	1,060

Project 46.3%

West campground expansion	52,268
Lookout platform replacement	16,715
Entrance Sign Upgrades	8,374
Other	3,107
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	\$ 173,839

Christie Lake Conservation Area

Major Maintenance 75.6%

Roads & Trails	\$ 218,299
Forestry	20,066
Building Maintenance	14,370
Other	8,473

Project 24.4%

Webster autogate & gatehouse	60,011
Causeway Culvert Review	8,679
Entrance Sign Upgrades	7,163
Other	8,340

345,401

Dundas Valley Conservation Area & Woodend**Major Maintenance 88.6%**

Building maintenance	\$ 64,237
Forestry	38,055
Roads & Trails	32,077
Other	5,311

Project 11.4%

Woodend EV Charging Stations	6,263
Artaban Parking Area	6,023
Lower Lion's Club Parking	5,388
Other	256

157,610

Fifty Point Conservation Area**Major Maintenance 57.1%**

Building Maintenance	\$ 48,005
Roads & Trails	44,947
Bridges	34,036
Forestry	16,030
Other	2,234

Project 42.9%

Baseline Road Access	47,501
Equipment Non-Fleet	22,179
Lake & Marina Shoreline	14,930
Entrance Sign Upgrades	6,824
Restaurant Kitchen Exhaust	6,647
West Gate Access	6,582
Other	4,490

254,405

Hamilton Mountain Conservation Area

Major Maintenance 59.6%

Bridges	\$ 94,761
Roads & Trails	43,486
Signage	9,898
Forestry	6,503
Other	1,034

Project 40.4%

Mt. Albion Plantings	43,831
Saltfleet Masterplan	26,417
Master & Management Plans	29,134
Other	6,158

261,222

Westfield Heritage Village Conservation Area

Major Maintenance 56.5%

Building Maintenance	\$ 98,458
Bridges	26,312
Roads & Trails	10,587
Other	3,234

Project 43.5%

Trail Improvements	106,690
Other	-

245,281

Nine months Capital and MM

\$ 1,437,758

**Major Maintenance
Projects**

65%

35%

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Memorandum

TO: Budget & Administration Committee

FROM: Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: November 23, 2023

RE: HCA 3rd Quarter Vendor Report

Vendor Summary for Payments July - September, 2023

CORNELL CONSTRUCTION LIMITED	\$ 164,651	Tar & Chip (50 Point & Christie Lake)
DETRITUS CONSULTING LIMITED	162,777	Saltfleet Archaeological
FREW ENERGY INC	148,083	Gas & Diesel
WATER'S EDGE ENVIRONMENTAL SOLUTIONS TEAM	128,381	Saltfleet Wetland Design
NET ACCESS SYSTEMS INC	64,508	IT Services
CAMIS INC	63,471	Reservation fees
BAUER SYSTEMS INC.	52,545	IT Hardware
TECHNOLOGIES CONNECT & GO INC.	44,921	WWW Wristbands
HAUDENOSAUNEE DEVELOPMENT INSTITUTE	44,230	Saltfleet Archaeological Monitoring
DUKE ELECTRIC LIMITED	36,648	WWW Blue Slide New Pump
HAMILTON, CITY OF, TAX SECTION	33,723	Tax instalments
GARDEN CITY ROOFING	31,358	50 Point Shingles
FIREWOOD GUYS	25,402	Bagged Firewood
CORPORATE EXPRESS CANADA (STAPLES)	25,099	Janitorial Supplies
WES MABEE MECHANICAL	23,124	50 Point Furnace, service at various sites
MDM MECHANICAL	22,318	WWW Damper Water Heaters
BEARD WINTER LLP	21,950	Legal Fees
LAFARGE CANADA INC	21,716	Gravel -various locations
TASTE OF VINCENZO	20,580	WWW UNIFOR Local 5555 Catering
A J CLARKE AND ASSOCIATES LTD.	19,555	Valens Campground Archaeological
DURABOND JANITORIAL SERVICES LTD	17,967	Janitorial services

ENVIRONICS ANALYTICS GROUP LTD	17,602	Envision Software License
EMTERRA ENVIRONMENTAL	17,437	Garbage Removal
FENAMORE INC.	17,360	OLT Fees
GOLDEN HORSESHOE WHOLESALE INC.	17,319	Food for resale
AJ-SSIS SECURITY INC.	16,097	WWW Parking Lot Security
DA-LEE DUST CONTROL LTD	15,954	Christie Lake Calcium Chloride
BRENNTAG CANADA INC	15,613	WWW Chlorine
HAMILTON VIDEO & SOUND LTD	14,783	WWW Sound System
MISSISSAUGAS OF THE CREDIT FIRST NATION	14,490	Saltfleet Archaeological Monitoring
CARTER LEASE & RENTALS	14,239	Two Vehicle Rentals
KEY WEST GATES INC.	14,220	DV & Websters Equipment Installs & Service
MARCO'S PAINTING & DÉCOR	14,125	Westfield Ironwood Painting
WATER & ICE NORTH AMERICA INC.	13,823	WWW Pool Chemicals
FAIRWAY ELECTRICAL SERVICE	13,473	Valens Service
BELL MEDIA INC	12,478	Advertising Westfield Halloween & Spencer Gorge
KETCHUM CANADA (2002) INC.	11,865	Feasibility Study Foundation
QUADRA CHEMICALS	10,457	WWW Pool Chemicals
ICEE CANADA INC	10,196	Product for resale
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	1,434,535	80.1%
All other < \$10,000	356,814	19.9%
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	\$ 1,791,349	
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# of Large Vendors	39	15.2%
# of Small Vendors (<\$10,000)	200	84.8%
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	256	
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Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Jaime Tellier, Corporate Administrative & Records Management Coordinator

MEETING DATE: November 23, 2023

RE: 2024 Meeting Schedule

The Budget & Administration Committee meetings are scheduled throughout the year to align with administrative and financial processes. They are scheduled for the 3rd Thursday of the month, at 6:00 p.m. Additional meetings may be called at the discretion of the Chair of the Budget and Administration Committee.

The scheduled 2024 meeting dates are as follows:

- February 15, 2024
- April 18, 2024
- May 16, 2024
- August 15, 2024
- September 19, 2024
- October 17, 2024
- November 21, 2024

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Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

**PREPARED &
RECOMMENDED BY:** Jaime Tellier, Corporate Administrative / Records
Management Coordinator

MEETING DATE: November 23, 2023

RE: Records Retention Schedule Update and File
Classification Scheme

STAFF RECOMMENDATION:

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the Records Retention Schedule and File Classification Scheme, be approved, thereby replacing the Draft Records Retention Schedule, approved by the Board of Directors on May 2, 2019.

BACKGROUND & PURPOSE

A records retention schedule is a comprehensive list of records series held by an organization, indicating the length of time each series is to be maintained, and when and if they may be disposed of, either destroyed or transferred to an archive.

The principle of retention is for an organization to maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational and historical requirements.

In May of 2019, staff brought forward a records management policy and draft records retention schedule for approval by the Board of Directors (**Appendix A**). These documents were foundational elements in the initiation of a comprehensive Records Management Program to modernize HCA's records management practices. Both documents speak to HCA's commitment to managing all records created or received by

the organization in a systematic and efficient manner to meet all obligations outlined in applicable legislation and the operating needs of the organization.

The draft records retention schedule was brought forward as an improved interim measure until such a time as a comprehensive inventory of HCA's record holdings could be undertaken to inform a comprehensive records retention schedule. Prior to this, HCA's last formal listing of business documents and their requirements for retention was created in the mid 1990's. The draft retention schedule was based on interviews with departmental staff and use of Grand River Conservation Authority's retention schedule as a comparator and benchmark to ensure similar records with consistent retention periods were captured.

The purpose of this report is to update the schedule with work undertaken since 2019 to ensure it is in compliance with legislated retention requirements and in accordance with industry best practices.

STAFF COMMENT

Physical Inventory and Legal Review Undertaken since 2019

In 2020 staff undertook a physical inventory of HCA's hard copy and electronic record holdings to capture data on as many records series as possible. In 2021, the data collected was used to draft a new comprehensive records retention schedule for HCA. The updated retention schedule was developed based on reviews of retention schedules from the provincial government, local municipalities, and other conservation authorities. Departmental staff were also consulted and provided input on the records series and corresponding retention periods.

At this time, Credit Valley Conservation and Lake Simcoe Region Conservation Authority approached all conservation authorities to participate in a joint legal review of their draft retention schedules that would generate a template for other Conservation Authorities to use as the basis for developing their own schedules. Their legal consultant, Gardiner Roberts LLP, commented on the complexity of the work undertaken by Conservation Authorities and recommended all Conservation Authorities develop a retention schedule collectively in order to ensure consistency and to share the costs of the legal review. The proposal was positively accepted by a number of authorities.

In January, 2022, HCA joined the legal review and submitted our draft retention schedule to identify records series specific to HCA. The joint legal review was completed in December, 2022. Once received, HCA reviewed the results of the legal review and adopted any necessary advice into a revised draft of the 2021 draft retention schedule. Through this exercise, it was noted that some record series or retention periods within our records retention schedule were not addressed in the joint legal review. HCA's own legal counsel, Gowling WLG, were requested to undertake a scoped

review of select series within our schedule, focusing particularly on records series related to records that are legal in nature, pertaining to insurance, health and safety, security and staff training. The recommendations from the scoped legal review were adopted and added to the final draft retention schedule for 2023 (**Appendix B**).

Revised Function-Based Retention Schedule

The proposed retention schedule has been prepared in compliance with legislated retention requirements and in accordance with industry best practices. Where retention periods differed between comparator reference retention schedules, the most conservative retention period was selected. Disposition will be undertaken according to new processes and procedures that document and report on compliance with the records retention schedule.

The proposed retention schedule is significantly different from the 2019 draft retention schedule, due to the increased number of records series captured, and to the change in its organization from an organization-based file classification system to a function-based system. Therefore, an illustration of amendments to the retention schedule using tracked changes was not deemed practical. For ease of reference, an itemized list of retention periods that have changed between the 2019 draft retention schedule and the proposed schedule is attached as **Appendix C**.

A function-based file classification scheme categorizes records series by the function and business activities the records support. It is an industry best practice that is designed to reduce duplication of records between departments, to safeguard against record management challenges during organizational changes, and to best facilitate implementation of and compliance with the retention schedule and ultimately HCA's records management policy.

The proposed retention schedule identifies vital records of the organization and Personal Information Banks, as defined in the Municipal Freedom of Information and Protection of Privacy Act, both which require special considerations for care and management. The updated schedule also includes provision for the regular transfer of select records to HCA's internal archive, facilitating the long-term growth and value of the archive.

Citations for statutory requirements and best practices are recorded in a supplementary document and will be used to facilitate annual reviews for any changes to legislated retention requirements or recommended practices. New and/or altered records series will also be captured in annual reviews of the retention schedule as a whole. Subsequent updates will be brought to the Budget and Administration Committee and Board of Directors for approval.

STRATEGIC PLAN LINKAGE

The Records Retention Schedule and File Classification Scheme applies directly to the HCA Strategic Plan 2019-2024:

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Modernize records management and digitize historical records and archives

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

The Records Retention Schedule and File Classification Scheme is a fundamental tool in the implementation of HCA's records management policy. In the policy, HCA commits to managing all records created or received by the organization in a systematic and efficient manner to meet all obligations outlined in applicable legislation and operating needs of the organization.

In the absence of clear and accurate records retention guidelines, records can be retained or disposed of inappropriately. This schedule will eliminate potential uncertainties and will ensure greater compliance with HCA's records management policy and legislative retention requirements.

CONCLUSIONS

HCA's current draft Records Retention Schedule has been substantially revised following significant work by staff over the past three years. The proposed Records Retention Schedule and File Classification Scheme is an improved accounting of records held by HCA and retention periods that meet or exceed legislated requirements and best practices. It will guide staff in improved management of HCA's records as we work toward normalizing records management practices as part of our regular operations.

DRAFT HCA RECORDS RETENTION SCHEDULE - 2019

The Records Retention Schedule is a list of the business records held by HCA. The principle of retention is for an organization to maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational and historical requirements.

The purpose of the retention schedule is to ensure that necessary records and documents are adequately protected and maintained while in use, and discarded when no longer legally required to be retained or are no longer of value to the organization.

Physical records are stored at the following locations:

- Main Office
- Central Workshop
- Millgrove Workshop
- Conservation Areas

Destruction of physical records shall be undertaken in accordance with the terms outlined in this document and in consultation with appropriate staff. Destruction of records requires written approval from the Records Management Coordinator and appropriate manager or director. Detailed documentation describing the records, and the date and method of destruction, is required.

Information Technology staff maintain electronic file storage. There are no specific requirements for the destruction of electronic documents at this time and will be subject to further review in the development of a records management program.

The records retention schedule contains the following information for each record series, listed by Department and Business Unit:

- 1) Title – describes the record or group of records, providing examples where applicable.
- 2) Location – Description of the physical location of the file.
- 3) Retention Period – is the period of time at which the records will be reviewed and either destroyed or the retention period extended. An extension to the normal retention period may be required when enforcement, an inquiry or other relevant activity is in progress.

CONTENTS

OFFICE OF THE CAO.....	2
CAPITAL PROJECTS AND STRATEGIC SERVICES	3
CONSERVATION AREA SERVICES	3
CORPORATE SUPPORT SERVICES – FINANCE	4
CORPORATE SUPPORT SERVICES – FLEET AND FORESTRY	5
CORPORATE SUPPORT SERVICES – MARKETING & COMMUNICATIONS.....	6
HUMAN RESOURCES AND WELLNESS	6
HUMAN RESOURCES AND WELLNESS – HEALTH & SAFETY	7
HUMAN RESOURCES AND WELLNESS – ENVIRONMENTAL EDUCATION	7
HUMAN RESOURCES AND WELLNESS – PAYROLL.....	8
WATERSHED PLANNING AND ENGINEERING	8
WATERSHED PLANNING AND ENGINEERING – SOURCE PROTECTION PLANNING	9
WATERSHED PLANNING AND ENGINEERING – WATERSHED PLANNING SERVICES	9

Title	Location	Retention Period
Minutes of all board meetings and board reports	Main Office, Basement & EA Office	Permanent
Minutes of all Executive Team meetings and reports	Main Office, Executive Assistant Office	Permanent
Minutes of all Management Team meetings	Main Office	Permanent
All incident reports that have been filed with the Insurance Provider	Main Office, HR Office?	Permanent
Original Signed Contracts and Agreements	Main Office, Executive Assistant Office	Permanent
T3010 HCA Information Return and backup documentation	Main Office	15 Years
Municipal General Levy Apportionment Documentation	Main Office	Permanent
By-Laws	Main Office	Permanent
Articles of Incorporation and Letters Patent	Main Office	Permanent
Insurance Policies	Main Office	Permanent
Legal Proceedings of a Corporate Nature	Main Office	Permanent
FOI Requests	Main Office, Executive Admin Office	Permanent
Strategic Plans	Main Office	Permanent
Minister Approvals-Order in Council	Main Office	Permanent
Minutes of all Sustainability Committee meetings	Main Office	Permanent
Minutes of all Accessibility Committee meetings	Main Office	Permanent
Minutes of all Records Management Committee meetings	Main Office	Permanent
Deeds and Deed background files	Main Office	Permanent
Transaction Files: -Acquisitions -Dispositions -Easements -Licenses -Leases	Main Office	Permanent
Detailed financial files for Leases and Licenses	Main Office, Finance Dept.	Permanent
Maintenance Agreements	Main Office	Permanent
Property Tax Info including Assessment Notices	Main Office, Finance Dept.; CaPSS File Storage	Permanent
Enquiries related to use of HRCA lands or other property matters (i.e. request to donate land, municipality enquiries)	Main Office-Finance Form or records may be electronic documents and/or handwritten notes. Enquiries are filed by year.	Permanent

CAPITAL PROJECTS AND STRATEGIC SERVICES

Title	Location	Retention Period
Construction Project Files Tenders Final Contracts	Main Office CaPSS Office	Permanent
Central Services Maintenance Agreements	Main Office (Operations Dept.)	7 years
Drinking Water Testing	Main Office, CaPSS Office and specific Conservation Areas	15 years
Master Plans/Management Plans	Main Office, CaPSS Office (Upper)	Permanent
Minutes of all Project Management Review Team meetings	CaPSS Office	Permanent

CONSERVATION AREA SERVICES

Title	Location	Retention Period
Conservation Areas Student files	Main Office Conservation Areas	7 years
Conservation Areas Equipment Maintenance Files	Conservation Areas Millgrove?	For duration of ownership of the equipment
Conservation Areas CA Violations & Violation Note Books	Conservation Areas	7 years
Conservation Areas Special Event Agreements	Conservation Areas Woodend?	7 years
Conservation Areas Hunting Permits	Main Office (Operations Dept.)	1 year

CORPORATE SUPPORT SERVICES – FINANCE

Title	Location	Retention Period
GL-Trial Balance	Main Office, Finance Dept.	Permanent (electronic)
GL-General Ledger details	Main Office, Finance Dept	Permanent (electronic)
General Journal Posting Journals – original data entry sheets and back-up and system generated reports	Main Office, (current 3 yrs); Main Office, CaPSS File Storage (5 years)?	7 years
Reserves-backup Balance/movement Information	Main Office, CaPSS File Storage	Permanent (electronic)
Audited F/S	Main Office, CaPSS File Storage	Permanent
Annual Audit Working Papers Binder	Main Office, Files or Finance Storage Room)	7 Years
Budgets-working papers	Main Office, Files or Finance Storage Room)	5 Years
Five Year Forecast Working papers	Main Office, Files or Finance Storage Room)	5 Years
MNRF Annual Filings (year-end final report and grant requests)	Main Office	Permanent
Moveable Assets Inventory	Main Office	Permanent (electronic)
TCA Assets back up documentation	Main Office	Permanent
Bank Reconciliations	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
Investment Files		7 Years
Bank Statements Debit/Credit Memos Returned cheques	Main Office, Files or Finance Storage Room (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
Daily Bank Statements	N/A – see Bank Reconciliations	7 Years
Direct Deposit Documentation	Main Office, CaPSS File Storage	7 Years
AR-Cash Receipts Journal, bank deposit slips and deposit back-up	Main Office (current 2 yrs), CaPSS File Storage (5 yrs)	7 Years
AR-Park Deposits-backup documentation	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Invoice Package	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Request for Invoicing (RFI)	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Cheque Log listings	Electronic	7 Years
AR-Receipt Books	Main Office	7 Years
AP-Vendor Invoice package	Main Office (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years

Title	Location	Retention Period
AP-Direct Deposit Payment Documentation	Main Office, (current 3 yrs) CaPSS File Storage (4 yrs)	7 Years
AP-Employee Expense Reports	Main Office, (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years
AP-Vendor Input Listings drafts and final	Main Office, (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years
AP-Cheque registers	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AP-Vendor subledgers	Electronic	7 Years
AP-Purchase Order Books various coloured copies)	Main Office, (1 yr); CaPSS File Storage (6 yrs)	7 Years
AP-Tendering Documents	Unknown what is	7 years
AP-Price Quotation documentation	Unknown what is	2 years
HST Returns and back-up	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
IT-Software Licenses	Main Office, (IT Dept., electronic)	Until expired
IT-Hardware Warranties	Main Office, (IT Dept., electronic)	Until expired

CORPORATE SUPPORT SERVICES – FLEET AND FORESTRY

Title	Location	Retention Period
Motor Pool Purchase /Disposal documents	Millgrove	7 years
Motor Pool Database	Electronic	Permanent
Motor Pool R&M documentation	Millgrove	For duration of ownership of the equipment
Motor Pool Vehicle Accident Reports	Motor Pool Building	7 years
Motor Pool CVOR Registration	Millgrove	7 years
Motor Pool Vehicle Leases	Millgrove	1 year after termination of lease
Motor Pool Tender and Quote Documentation	Millgrove	3 years
Hazard Tree Inspection Reports	Each specific Conservation Area	7 years
Other Misc. Inspection Reports (i.e. Pools)	Motor Pool Conservation Areas CaPSS Office	7 years
Service Contracts	Main Office	3 years after termination of contract

CORPORATE SUPPORT SERVICES – MARKETING & COMMUNICATIONS

Title	Location	Retention Period
News Releases	Kept electronically since 2002	Permanent (since electronic)
News Clippings		Permanent
Publications	Kept electronically since 2003	Permanent (since electronic)

HUMAN RESOURCES AND WELLNESS

Title	Location	Retention Period
Past Permanent Staff Personnel Files	Main Office – Vault	Permanent
Past Casual Staff Personnel Files	Main Office – Vault	Permanent
Employee Computer Loan Agreements	Main Office - Payroll Filing Cabinets	Permanent
CPP 65 to 70 years Stop Payment Forms	Main Office - Payroll Filing Cabinets	Permanent
Employee Service Awards	Main Office, Payroll Filing Cabinets & Electronic	Permanent
Old Sick Plan Liability	Main Office – Payroll Filing Cabinet & electronic	Permanent
Request for Payroll Information	Main Office – Payroll Filing Cabinet	Permanent
Canada Savings Bonds Remittances & forms	Main Office – Payroll Filing Cabinet	Permanent
Organizational Charts	Main Office - Woodend – electronic	Permanent
Job Descriptions	Main Office-HR Dept. & Electronic	Permanent
Staff Directories (hard copy)	Main Office	Permanent
Personnel Policy	Main Office-HR Dept. & Electronic	Permanent
Pay Equity Plans	Main Office-HR Dept.	Permanent
Job Evaluation Committee Meeting Minutes and reports (Job Analysis)	Main Office-HR Dept. & Electronic	Permanent
Group Benefit Insurance Policies	Main Office-HR Dept.	Permanent

HUMAN RESOURCES AND WELLNESS – HEALTH & SAFETY

Title	Location	Retention Period
Joint Health and Safety Committee (JHSC) minutes and reports	Electronic; hard copies Main Office, CaPSS Office/File Storage	7 years
JHSC Inspection reports	Main Office, CaPSS Office & CaPSS File Storage	7 years
Workplace Violence Incident Reports	Main Office-HR Dept.	Permanent
Damage to property or member of the public Incident Reports	Main Office	Permanent
Supervisor's Accident investigation report	Main Office-HR Dept.	7 years
Health & Safety Policy Manuals	Electronic/Hardcopy; hard copies in each location; original in CaPSS Office	Permanent
Health & Safety training records	Employee File & Electronic (Pearl)	7 years following departure
Fit Testing Records	Employee File/Electronic (Pearl)	7 years following departure
Pre-use equipment -	Conservation Areas	7 years
Student health and safety training related information	Student training file kept at Conservation Area/Electronic (Pearl)	7 years
WSIB Form 7s	HR Dept.	Permanent
H&S Training Records	Employee File/Electronic (Pearl)	7 years following departure
Ministry of Labour Orders	HR Dept.	7 years

HUMAN RESOURCES AND WELLNESS – ENVIRONMENTAL EDUCATION

Title	Location	Retention Period
Summer Camp Program and other activities Registration information	Dundas Valley, Trail Centre	7 Years
Nature Centre Service Contracts	Nature Centres	Term of Contract
Volunteer Program-volunteer forms	Main Office?	3 Years

HUMAN RESOURCES AND WELLNESS – PAYROLL

Title	Location	Retention Period
Salary & Hourly Report (GP/WT processing with backup)	Main Office – Vault	7 years
Salary & Hourly Employees Time Reports	Main Office – Vault	7 years
SERP Payment	Main Office – Vault	7 years
Honorariums & Per Diems	Main Office – Vault	7 years
Journal Entries	Main Office – Vault	7 years
Vacation Annual Allotment	Main Office – Vault	7 years
Vacation carry forward/accrual	Files with journals	7 years
Records of Employment	Main Office – Vault	7 years
Receiver General Remittances & YE reconciliation “RP0001 & RP0002	Main Office – Vault	7 years
WSIB – calculations, remittances & YE	Main Office – Vault	7 years
EHT – calculations, remittances 7 YE	Head Office – Vault	7 years
Manual Payroll Cheque Stubs (salary & hourly)	Main Office – Vault	7 years
Year-end Reports – Employee YTD report, Receiver General, Cheque Deposits	Main Office – Vault	7 years
Salary & Hourly Payroll Registers	Main Office – Vault	7 years
Salary & Hourly Payroll GL & Posting Journals	Main Office – Vault	7 years
Critical Illness billing 7 annual reconciliation	Main Office – Vault	7 years
Long Term Disability billing & annual reconciliations	Main Office – Vault	7 years
Basic Life/Dep Life/AD&D billing 7 annual reconciliations	Main Office – Vault years prior to 2017; 2017 onward electronic	Permanent

WATERSHED PLANNING AND ENGINEERING – ENGINEERING

Title	Location	Retention Period
Technical Studies (w files)	Main Office	Permanent
Monitoring Files	Main Office	Permanent
Projects of the Authority (w files)	Main Office	Permanent
Maps	Main Office	Permanent
Drawings	Main Office	Permanent
Maintenance, Inspection and surveillance documentation	Main Office	Permanent
Flooding Records	Main Office	Permanent
Water and Erosion Control Infrastructure (WECI) project files	Main Office	Permanent
Low Water Response Team	Main Office	Permanent

WATERSHED PLANNING AND ENGINEERING – SOURCE PROTECTION PLANNING

Title	Location	Retention Period
SPP subcommittee Minutes	Main Office	Permanent
Assessment Reports	Main Office	15 years after later of: a) date created or acquired, b) assessment report is approved
Source Protection Plans	Main Office	15 years after later of: a) date created or acquired, b) assessment report is approved

WATERSHED PLANNING AND ENGINEERING – WATERSHED PLANNING SERVICES

Title	Location	Retention Period
HCA Permits	Main Office	Permanent
Violations of Section 28 of the Conservation Authorities Act and Violation Notebooks	Main Office	Permanent
Title Clearances		10 Years
Subdivisions/Condominiums	Main Office	Permanent
Official Plan Updates	Main Office	Permanent
Secondary Plans	Main Office	Permanent
Comprehensive Zoning By-law Amendments	Main Office	Permanent
Environmental Assessments	Main Office	Permanent
Subwatershed Studies	Main Office	Permanent
Master Drainage Plans	Main Office	Permanent
Aggregate Resources Act applications	Main Office	Permanent
Official Plan Amendments	Main Office	10 years
Zoning By-law Amendments	Main Office	10 years
Site Plans	Main Office	10 years
Formal Consultation	Main Office	10 Years
Consents	Main Office	10 years
Minor Variances	Main Office	10 years
Niagara Escarpment Commission applications	Main Office	10 years
General Correspondence, Planning and Regulation	Main Office	10 years
Water Quality & Habitat Improvement Program (RWQP) Agreements with Partners	Main Office, Former Board Room	Permanent
WQHIP Landowners Applications	Main Office, Former Board Room	Permanent
WQHIPP Committee Meeting Documentation	Main Office, Former Board Room	Permanent
Natural Areas Inventory	Main Office	Permanent
Aquatic & Terrestrial Monitoring Records	Main Office	Permanent
Restoration Project Designs	Main Office	Permanent

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APPENDIX B

Hamilton Conservation Authority

Records Retention Schedule and File Classification Scheme

November, 2023

The records retention schedule and file classification scheme is an official document to implement HCA's records management policy. It provides staff with the guidance and direction to manage records in accordance with relevant policies, legislation and regulations.

The retention schedule is a comprehensive list of records series held by HCA, indicating the length of time each series is to be maintained, and when and if they may be disposed of, either destroyed or transferred to the archive.

The purpose of the retention schedule is to ensure that necessary records and documents are adequately protected and maintained while in use, and discarded when no longer legally required to be retained or are no longer of value to the organization.

The records retention schedule applies equally to paper and electronic records, with the exception of records that exist in structured database systems.

Destruction of physical records shall be undertaken in accordance with the terms outlined in this document and in consultation with appropriate staff. Destruction of records requires written approval from the appropriate Divisional Director, and must be done in accordance with the Records Management Program Overview and Procedures document. Detailed documentation describing the records, and the date and method of destruction, is required. No records may be destroyed where a request for access under the *Freedom of Information and Protection of Privacy Act* is pending, or if the Authority is aware of pending legal action.

The Business Unit to which a Records Series is assigned is the lead accountable for retention and disposition of the records. Other business units may use or retain copies. Copies of records must be managed accordingly, and cannot be retained longer than official records. When official records are scheduled for disposition all hard copy and electronic versions of the records scheduled must be disposed of.

The records retention schedule has been organized following the International Organization of Standards (ISO 15489) standard of a functionally based classification structure to provide a hierarchical framework for the organization and description of records. The functionally based system is designed to reduce duplication of records between departments, to safeguard against records management challenges during organizational changes, and to best facilitate implementation of and compliance with the retention schedule.

Definitions and Key Terms

Accountability

The business unit or program who is accountable for ensuring that the official record is managed throughout its lifecycle. This is the business area that has primary interest or ownership of the records. They are considered to be the official holder of the original records. When accountability refers to the “originator” it applies if the individual received the document from an external source or has an independent relationship from others within a record series. This person becomes accountable for retention and disposition.

Archival Records

Archival records may be selected for permanent retention in order to document and preserve the history of HCA as an organization.

Disposition

The final outcome of a record when its retention period is complete. Disposition may indicate one of the following:

- Archival Selection, where records are selected for transfer to HCA’s internal archive. Decisions with regard to select records proposed for archival preservation will be made by HCA’s Records Management Committee.
- Destruction, where records are securely destroyed beyond the point of recognition or recovery. For paper records, this means cross-cut or particle shredding; for electronic records, this means a complete deletion from shared drives, servers and backup storage.
- Permanent retention, where records are retained until Hamilton Conservation Authority ceases to exist as an organization.

Filing Methodology

The filing methodology outlines the filing system that should be used for that particular record series whether it is by date, subject, address, person’s name, project number, etc. This provides consistency when searching for documents as the documents will follow the same pattern within the record series.

Record

The International Organization for Standardization (ISO) defines a record as *“recorded information in whatever physical format created, collected or received in the initiation, conduct or completion of an activity which has content, context and structure, is authoritative and reliable and provides evidence of decision-making”*. Records can include books, papers, maps, electronic documents, digital, video,

voice recordings, web pages, etc.

Record Series

A group of related records created as the result of a similar business activity or function and are filed as a unit and are maintained together for retention scheduling purposes.

Sensitivity

Indicates the general level of confidentiality applied to a record series. This area of the schedule will include one of the following designations:

Public: This classification applies to information in the public domain. The information is fit for distribution via public channels such as websites. Disclosure of *Public* information is not expected to adversely impact HCA, its employees, its stakeholders, its business partners, and/or its customers/suppliers.

Internal: This classification applies to general information intended or appropriate for any internal audience, usually employees, or a restricted external audience such as a Stakeholder.

Confidential: This classification applies to the most sensitive business information that is intended for a limited audience. Its unauthorized disclosure could seriously and adversely impact the Authority, its employees, its stakeholders, its business partners, and/or its customers/suppliers. Records which are designated as confidential are accessible only by a defined sub-group of HCA. Access permissions may be given to staff based on their membership to a specific group or individually as HCA management deems appropriate.

Total Retention

The period of time for which a record must be kept, usually expressed in years.

Trigger Events

An action, event or time of year that changes active records to inactive records. After the trigger, retention periods begin.

Vital Records

Vital records are those that an organization must have to continue functioning. They include records required to resume or continue operations following a disaster, re-create a corporation's legal and financial status, and preserve the rights of the corporation, its employees and the public.

Legend for Retention & Disposition Terms

Code	Term	Definition
A or AS	Archival / Archival Selection	Record series which has been assessed to have historic significance. Archival documents are retained for 10 years at which point they are appraised again for historic importance and possibly archived for another 10 years. Every 10 years they are reviewed for historical significance.
CY	Current Year	Refers to January 1 st to December 31 st . This means that the record series is kept for the current year the record was declared (created and final) plus the additional years outlined in the retention schedule e.g. CY+2 means that the current year plus 2 additional years will be kept.
FY	Current Fiscal Year	Refers to January 1 st to December 31 st . NOTE: Authority's fiscal year is the same as the calendar year. However, for financial information most times the retention is referred to as fiscal year. This means that the record series is kept for the current fiscal year that the record was declared (created and final) plus the additional years outlined in the retention schedule e.g. FY+6 means that the current fiscal year plus 6 additional years will be kept. Other Program fiscal year may refer to April 1 st of one year to March 31 st of the following year.
D	Destroy	Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted (expunged).
S/O	Superseded or Obsolete	Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.
T/E	Event Trigger for termination or close of an event or activity	Refers to a record being retained until it has been closed or terminated, typically used for case-based or project records where the retention refers to the case being closed or the transaction being completed. For example, this retention applies to an employee file and is triggered at the point at which the employee leaves the organization. These records are usually maintained until the case or transaction or employee record is closed/terminated plus a pre-defined number of years, e.g. T/E+3 means retained until the case is closed plus 3 more years.
PIB	Personal Information Bank	Refers to records of individuals who are identifiable by home address, phone number, SIN#, birth date, etc. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation.
P	Permanent	Refers to records that are reviewed every 10 years to see if permanent value is still valid. This is a best practice from Library and Archives Canada.

Summary Table: Functions, Activities and Records Series

Functions	Activities	Records Series
<u>Administration & Governance</u>	Administrative Management	Committees / Working Groups - External
		Committees / Working Groups - Internal
		Forms & Templates - Blank
		General Correspondence / Routine Public Inquiries
		Office Administration (<i>Courier, Postage, Supplies, etc.</i>)
		Transitory Records
	Program / Event Registrations	Event Registrations
		Membership Pass Program
		Program Registrations
	Governance	Administrative By-law
		Board and Subcommittee Administration & Orientation
		Board and Subcommittee Agendas, Minutes & Resolutions
		Board and Subcommittee Closed Meetings - In Camera Sessions
		Board and Subcommittee Elections & Member Information
		Hearing Board - Section 28 Hearings
		Articles of Incorporation, Letters Patent, Ministerial Approvals, Orders In Council
	Government	Government Relations
		Legislation & Regulations
	Legal & Risk Management	Agreements & Contracts (Simple)
		Agreements, Contracts & Leases (Complex)
		Business Continuity and Disaster Recovery Planning
		Consent Releases & Waivers
		Incident Reporting (Public)
		Incident Reporting (Staff)
		Insurance Coverage & Claims Resolution
		Legal Matters
	Policies, Procedures, Standards, & Guidelines	Corporate Policies & Procedures

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	Strategic Planning & Annual Reporting	Annual Reports
		Corporate Plans
		Departmental Action Plans and Work Plans
		Strategic Plans
<u>Asset Management & Maintenance</u>	Capital Assets & Works	Asset Management
		Capital Projects & Major Maintenance
		Construction & Trades
	Fleet & Equipment Management	Fleet and Equipment Maintenance
		Fleet and Equipment Operation and Garage Management
		Fleet and Equipment Ownership
	Inspections & Maintenance	Facility Operations, Inspections and Maintenance - General
		Facility Operations, Inspections and Maintenance - Amusement Devices
		Facility Operations, Inspections and Maintenance - Aquatic
		Hazard Tree Management
<u>Conservation Area Management</u>	Operations	Infrastructure Monitoring and Maintenance
		Concessions & Store Operations
		Drinking Water Supplies
		Facility Operations - Licences and Certificates
		Facility Rentals / Bookings
		Hazardous Waste
		Security
		Security - Video Recordings
	Westfield Heritage Village Management	Collection
		Donor Information
		Inter-museum Loan Agreements
<u>Conservation Lands Management</u>	Land Acquisition & Disposition	Property Files
	Master and Management Planning	Master and Management Plans
	Permits & Research Authorizations	Permits & Research Authorization
	Property Management	Residential and Agricultural Leased Properties Management
	Section 29 Regulation Administration	Section 29 Enforcement (Encroachments, Infraction Notices, etc.)

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	Tax Incentive Programs	Conservation Land Tax Incentive Program
		Managed Forest Tax Incentive Program
<u>Education & Outreach</u>	Community Outreach	Events
		Public Consultation / Engagement
		Presentations & Speaking Engagements
	Youth Education	In Class Programs
		Reports
<u>Financial Management</u>	Accounting	Accounts Payable
		Accounts Receivable
		Capital Asset Accounting
		General Ledger and Trail Balances
	Auditing	Audit Preparation
		Audited Financial Statements
	Banking	Banking Administration
		Bank Statements (<i>Daily Banking</i>) & Reconciliations
		Investments
	Budgeting & Reporting	Budgets & Budget Development - Operating & Capital
		Financial Reports
	Charity Registration	Charity Registration
		Corporate Income Tax Reporting / Returns
	Grants & Funding	Grants & Subsidies - Applications/Proposals
		Grants & Subsidies - Approved
		Municipal Apportionments and General Levies
		Reserve Funds
	Purchasing / Procurement	Purchase Orders and Requisitions
		Quotations, Tenders and Proposals
	Taxes	Harmonized Sales Tax (HST)
		Property Taxes
<u>Health & Safety</u>	Audits & Inspections	Audits & Inspections
	Joint Health & Safety Committee	Joint Health & Safety Committee
	Ministry of Labour	Field Visits & Orders

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	Programs, Plans & Procedures	Programs, Plans and Procedures
	Prevention	Prevention
Human Resources Management	Attendance & Timesheets	Attendance Reporting (<i>Vacation, Sick, Overtime</i>)
		Timesheets (<i>Pearl</i>)
	Compensation & Benefits	Benefits Administration
		Compensation Administration
		Pay Equity / Job Evaluations
		Pension Administration
	Employee Management	Accessibility Management
		Covid-19 Symptom Screening Assessment and Vaccination Verifications
		Disability Management
		Leaves of Absence
		Performance Management
		Personnel (Employee) Files
	Labour & Employee Relations	Human Rights Complaints & Investigations
		Violence and Harassment Complaints & Investigations
		Exit Interviews
		Terminations
	Organization Design	Organization Chart
	Payroll Administration	Payroll Processing & Remittances
		Records of Employment and T4's and T4A's
	Recruitment & Selection	Job Descriptions
		Job Postings
		Recruitment Selection & Hiring
	Training & Development	Employee Orientation
		Occupational Training Compliance and Certification - All Staff
		Position Specific Training and Certifications - Aquatic Facilities
		Position Specific Training and Certifications - Conservation Areas
		Position Specific Training and Certifications - Construction
		Position Specific Training and Certifications - General

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	Volunteers	Position Specific Training and Certifications - Marina
		Volunteer Database
		Volunteer Management - Long-term Volunteers
		Volunteer Management - Short-term Volunteers
		Volunteer Recruitment
	WSIB Administration	WSIB Administration
<u>Information & Technology Management</u>	Data Management	Databases & Information Systems
		Data Requests
	Geographic Information Systems (GIS)	Imagery
		Projects
	Network Management	Firmware (Devices & Hardware)
		Network Administration
		Telephone & Electronic Communications Systems
	Records & Information Management	Classification & Records Retention Schedule
		Corporate History and Archival Preservation
		Freedom of Information
		Records Destruction Certificates
	Applications & Software	Applications & Software
<u>Marketing & Communications</u>	Celebrations & Recognition	Celebrations & Recognition Events (<i>Corporate</i>)
	Graphic Design	Creative Design
	Internet Content Management	Analytics
		E-newsletters
		Social Media
		Website
	Marketing	Advertising
		Audio Visual
		Corporate Identity & Branding
		Publications
	Media Relations & Monitoring	Media Monitoring (<i>Newsclippings</i>)
		Media Releases
	Public Relations	Commendations from the Public

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
		Complaints from the Public
<u>Planning & Regulations</u>	Aggregate Resources Act	Aggregate Resources Act
	Plan Input	Legislative & Policy Reviews
		Planning Act (Comprehensive/Policy) Reviews
	Planning Review	Niagara Escarpment Planning & Development Control Act (NEPDA) Applications
		Planning Act (Development) Applications
	Property Inquiries	General Correspondence & Solicitor Inquiries
	Section 28 Regulation Administration	Ontario Regulation 161/06 - Letters of Permission, Permits, & Hearings
		Section 28 Enforcement (<i>Violations</i>)
<u>Source Water Protection</u>	Administration	Administration
	Assessments, Plans and Reports	Assessments, Plans and Reports
	Technical Studies and Models	Technical Studies and Models
<u>Watershed Management</u>	Dam Management	Dam Management
	Ecological Inventorying & Monitoring	Aquatic Resources Monitoring
		Natural Areas Inventory
		Terrestrial Resources Monitoring
	Ecological Rehabilitation, Restoration & Monitoring	Invasive Species Management
		Restoration Projects
	Engineering Review	Permit to Take Water Applications
	Flood Forecasting & Warning	Data & Analyses
		Documentation of Flooding & Erosion Events
		Flood Advisories & Bulletins
		Flood Contingency Plans
	Low Water Response	Data & Analyses
		Declarations
		Low Water Response Team
	Stewardship	Contact Initiatives / Landowner Mailings
		Water Quality & Habitat Improvement Program
	Streamflow & Precipitation Monitoring	Streamflow & Precipitation Data and Monitoring Files

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	Technical Studies and Engineering Projects	Engineering Projects
		Floodplain Mapping
		Technical Studies
	Water Quality Monitoring	Surface Water Quality
		Groundwater Quality
	Watershed Planning	Shoreline Management Plans
		Special Studies & Assessments
		Watershed Report Cards

Administration and Governance

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Administrative Management							
Accessibility Management Records relating to legislated requirements under the Access for Ontarians with Disabilities Act (AODA).	By Year	Human Resources & Wellness	CY +9	Destroy / Archival Selection	Public	No	Yes
Committees / Working Groups - External Records relating to committees, work teams, work groups, with external members or external bodies, organized for the purposes of facilitating staff collaboration, completing actions and sharing expertise. May include agendas, minutes, meeting notes, action items, membership lists, presentation materials, reports and recommendations.	Alphabetically by Committee, By Year	Originator	T/E +5 <i>T/E = final termination date of program or committee</i>	Destroy / Archival Selection	Internal	No	Yes
Committees / Working Groups - Internal Records relating to staff committees, work teams, work groups and other internal bodies organized for the purposes of facilitating staff collaboration, completing actions and sharing expertise. May include agendas, minutes, meeting notes, action items, membership lists, presentation materials, reports and recommendations. Includes departmental and business unit team meetings. Excludes committees that have legislated mandates, e.g. JHSC, Board of Directors, Board Subcommittees, etc.	Alphabetically by Committee, By year	Originator	CY +5	Destroy / Archival Selection	Internal	No	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Forms & Templates - Blank Templates and forms relating to Authority business. The blank master document provides a standard format for data collection and formatting, or provides a best practice format for document creation. May include printable forms and checklists, letterhead, PowerPoint templates, electronic templates that standardize data capture and display, excel spreadsheet tools, etc.	By Program / Business Unit, By Type	Office of the CAO	S/O +1	Destroy / Archival Selection	Public	No	Yes
General Correspondence / Routine Public Inquiries Records of correspondence, regardless of format, between the HCA, local stakeholders, levels of government, associations, citizens and stakeholders, with a short-term value, not leading to the preparation of a subsequent record or provision of service, unrelated to an ongoing matter.	By year	Originator	CY +1	Destroy	Internal - Confidential (Personal Information)	No	No
Office Administration Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence, courier services, calendars, travel arrangements, status reports, etc.	By Subject	Office of the CAO	CY +1	Destroy	Internal	No	No
Transitory Records Records and documents with temporary usefulness and no long-term value, received or stored in any format. Transitory records may facilitate the completion of insignificant transactions, or be created while preparing an official corporate record. Transitory records are not required to meet legal or fiscal obligations, do not provide evidence of decision-making and are not directly linked to the provision of HCA services and operations.	N/A	Originator	T/E	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Program / Event Registrations							
Event Registrations Records relating to the registration process for events offered by HCA, including Conservation Area, Stewardship and Volunteer events. May include applications, confirmation sheets, correspondence, participant lists, participant information records, and cancellations.	By Event Name, By Year, By Participant Name (Last, First)	Originator	CY +1	Destroy	Internal - Confidential (PIB)	No	No
Membership Pass Program Records relating to the management of the Membership Pass Program, Complimentary Passes and Lifetime Membership Passes.	By Pass Type, By Year	Marketing & Communications	T/E +1 <i>T/E = End of Membership</i>	Destroy	Internal - Confidential (PIB)	No	No
Program Registrations Records relating to the registration process for programs offered by HCA, including Conservation Area, Environmental Education, and Stewardship Programs. May include applications, confirmation sheets, correspondence, participant lists, participant information records, and cancellations.	By Program Name, By Year, By Participant Name (Last, First)	Originator	CY +1	Destroy	Internal - Confidential (PIB)	No	No
Governance							
Administrative By-law Records relating to the development, updates, and final versions of the Administrative By-law.	By Year	Office of the CAO	P	Archival	Public	Yes	Yes
Articles of Incorporation, Letters Patent, Ministerial Approvals, Orders In Council Records relating to the provincial proclamation of HCA. Also includes notices of provincial administrative decisions made pertaining to HCA.	By Topic, By Effective Date	Office of the CAO	P	Archival	Public	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Board of Directors and Subcommittee Administration & Orientation Records that facilitate general administration and orientation of the Board of Directors and Subcommittees, including banking authorities, correspondence, per diems, orientation packages, handbooks, etc.	By Topic e.g. Orientation, Per Diems	Office of the CAO	CY +8	Destroy	Internal	No	No
Board of Directors and Subcommittee Agendas, Minutes & Resolutions Records relating to the regular meetings of the Board of Directors, Budget & Administration (B&A) Committee, Conservation Advisory Board (CAB) and Hamilton Region Source Protection Authority Board of Directors. Includes agenda packages, minutes, staff reports & memorandums, and all other items received and filed as additional material for the Board of Directors' or Subcommittees' consideration, e.g. presentations, delegation requests, and correspondence.	By Board / Subcommittee, By Year, By Meeting Date	Office of the CAO	P	Archival	Public	Yes	Yes
Board of Directors and Subcommittee Closed Meetings - In Camera Sessions Records relating to the Board of Directors, Budget & Administration (B&A) Committee, Conservation Advisory Board (CAB) and Hamilton Region Source Protection Authority Board of Directors in camera sessions or closed meetings as per the exception to the Conservation Authorities Act, Section 15(3). Includes agenda packages, minutes, staff reports & memorandums, and all other items received and filed as additional material for the in-camera session, e.g. presentations, delegation requests, and correspondence.	By Board / Subcommittee, By Year, By Meeting Date	Office of the CAO	P	Archival	Internal - Confidential	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Board of Directors and Subcommittee Elections & Member Information Records relating to the elections processes, appointments, retirements, resignations, service records, and personal information of members of the Board of Directors, Budget & Administration (B&A) Committee, Conservation Advisory Board (CAB) and Hamilton Region Source Protection Authority Board of Directors.	By Topic	Office of the CAO	P	Archival	Internal - Confidential (PIB)	Yes	Yes
Board of Directors - Section 28 Hearings Records relating to the Section 28 Hearing Board meeting processes, agenda packages, reports, minutes, presentations, and resolutions recorded.	By Year, By Meeting Date	Office of the CAO	P	Archival	Public (Minutes of In-camera deliberations are Confidential)	Yes	Yes
Government							
Government Relations Records including correspondence, white papers, publications, guidelines, relationships and other general documents between HCA and all levels of government.	By Government, By Ministry, By Legislation Name / Subject	Office of the CAO	CY + 7	Destroy / Archival Selection	Internal	No	Yes
Legislation & Regulations Records relating to legislation and regulations pertaining to HCA and updates thereof. Includes HCA comments / reviews of legislative updates and/or changes. E.g. Conservation Authorities Act Reviews, Environmental Registry of Ontario Postings.	By Government, By Ministry, By Legislation Name / Subject	Office of the CAO	CY + 7	Destroy / Archival Selection	Internal	No	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Legal & Risk Management							
Agreements & Contracts (Complex) Records relating to the retention of original, final, approved, signed agreements, contracts, leases, and memorandums of agreement / understanding, where the original is signed by the Secretary-Treasurer or CAO. Also includes changes to terms and conditions of the agreements, and amendments.	By Program Topic, Then by Service / Vendor Provider or Organization Name	Central Support Services	T/E +15 <i>T/E = Final agreement and any applicable amendments expire.</i>	Destroy / Archival Selection	Internal - Confidential (Personal Information)	Yes	Yes
Agreements & Contracts (Simple) Records relating to the retention of original, final, approved, signed agreements and contracts, where the original is signed at the departmental level. Also includes changes to terms and conditions of the agreements, and amendments.	By Program Topic, Then by Service / Vendor Provider or Organization Name	Central Support Services	T/E +15 <i>T/E = Final agreement and any applicable amendments expire.</i>	Destroy	Internal - Confidential (Personal Information)	Yes	No
Business Continuity and Disaster Recovery Records relating to the development and implementation of comprehensive disaster preparedness' plan, which documents the backup and recovery procedures for all HCA records and required facilities and operations in the event of a disaster. Also includes information relating to the actions taken in the event of actual systems disasters such as, status reports, the disaster contingency plan, phone lists of key persons to contact in the event of a disaster, lists of vital records and all supporting correspondence.	By Subject	Central Support Services	S/O +5	Destroy / Archival Selection	Internal - Confidential (Personal Information)	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Consents & Waivers Records relating to the collection, administration and management of insurance waivers, liability waivers, hold harmless agreements, subscription consents (Canada's Anti-Spam Legislation), parental consent, and consent release forms.	By Topic / Program, By Year, By Name (Last, First)	Office of the CAO	T/E +15 <i>T/E = Withdrawal of consent. For individuals who were minors at the time of record creation, the date they reach the age of majority.</i>	Destroy	Internal - Confidential (Personal Information)	No	No
Incident Reporting (Public) Records relating to the documentation of incidents involving personal injury, suspicious activity, collisions, falls, and/or damage to HCA property, where a member of the public has been injured or experienced an incident. Also includes records relating to acts of vandalism, and records of collisions involving HCA owned assets.	By Year, By Month (Adults and minors to be filed separately)	Originating Department; <i>For incident reports associated with an insurance or legal claim: Secretary Treasurer / Director, Central Support Services.</i>	<u>Minor Incidents:</u> T/E +1; <u>All other incident reports:</u> T/E +15 <i>T/E = For minor incidents on HCA lands, e.g. band aid issued and EMS not required: End of calendar year (December 31); For all other incident reports: Closure of incident investigation, or date of motor vehicle collision. For those who were a minor at the time of the incident, the trigger date begins on the day they reach the age of majority.</i>	Destroy	Internal - Confidential (Personal Information)	Yes	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Incident Reporting (Staff) Records created and/or received and used in the process of recording, reporting, investigating and resolving matters related to close calls; first aid; medical aid; lost time injury; disabling injury; critical injury / fatality or occupational diseases / illness. Also includes records of collisions involving HCA owned assets. <i>Note: See also WSIB Reporting and Ministry of Labour Field Visits and Orders.</i>	By Year, By Month (Adults and minors to be filed separately)	Human Resources & Wellness <i>For incident reports associated with an insurance or legal claim: Secretary Treasurer / Director, Central Support Services.</i>	T/E +15 <i>T/E = Closure of incident investigation, or date of motor vehicle collision. For those who were a minor at the time of the incident, the trigger date begins on the day they reach the age of majority.</i>	Destroy	Internal - Confidential (Personal Information)	Yes	No
Insurance Coverage & Claims Resolution Records relating to the purchase and renewal of insurance policies, requests for insurance certificates, correspondence with the HCA's insurer and adjuster, and receipt and resolution of insurance claims filed for and against the HCA. <i>NOTE: For litigation not handled by the insurance company: see Legal Matters.</i>	By Subject / Claim, By Name (Last, First)	Central Support Services	T/E +15; <i>T/E = Policies and renewals superseded, Expiry of policy, or Resolution of claim and appeals. Filed Statements of Claim: P</i>	Destroy; Filed Statements of Claim: Permanent	Internal - Confidential (Personal Information)	Yes	No
Legal Matters Records associated with liability or damage claims made by parties against HCA or by HCA against other parties. Also pertains to records relating to formal legal opinions, solicitor-client advice and general legal consultation provided by HCA's legal counsel on a wide range of legal issues. <i>NOTE: Section 28 Enforcement and Section 29 Infractions are filed under Planning and Regulations and Conservation Areas Management, respectively.</i>	By Matter (type), By name (Last, First)	Office of the CAO	<u>Solicitor-client advice:</u> S/O <u>Legal Claim:</u> T/E +15 <i>T/E = Resolution of Claim and all appeals</i> <u>Filed Statements of Claim:</u> P	<u>Solicitor-client advice:</u> Archival Selection; <u>Legal Claims:</u> Destroy; <u>Filed Statements of Claim:</u> Permanent	Internal - Confidential (Personal Information)	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Policies & Procedures, Standards & Guidelines							
Corporate and Departmental Policies and Procedures Records pertaining to the development of and final approved corporate and departmental policies and procedures.	By Policy / Procedure, By year	Office of the CAO	S/O +15	Destroy / Archival Selection	Public	Yes	Yes
Strategic Planning & Annual Reporting							
Annual Reports Records relating to the planning, development, and publication of annual reports for HCA.	By Year	Office of the CAO	P	Archival	Public	No	Yes
Corporate Plans Records related to planning, development and publication of corporate plans e.g. Watershed Plans / Studies / Strategies, Climate Change Strategy, Dundas Valley 50 Year Vision, etc.	By Year	Office of the CAO	P	Archival	Public	No	Yes
Departmental Action Plans / Work Plans Records related to planning and development of Departmental Action Plans and work plans.	By Year	Office of the CAO	S/O +7	Destroy / Archival Selection	Public	No	Yes
Strategic Plans Records related to planning, development and publication of HCA's corporate strategic plans.	By Plan Name	Office of the CAO	P	Archival	Public	Yes	Yes

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Asset Management and Maintenance

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Capital Assets & Works							
Asset Management Records relating any Asset Management Plan (AMP), reference material and other general working documents related to condition assessment, asset risk assessment and periodic inspections and life-cycle management.	<u>Plans</u> : By topic; <u>Register</u> : By type of asset e.g.: <ul style="list-style-type: none">• Buildings• Computers• Dams/Weirs• Equipment• Properties• Vehicles	Capital Projects & Strategic Services and Central Support Services	Plans: S/O +15; Assets: T/E +15 <i>T/E = Equipment replaced or asset disposed of Asset</i> Register to be retained permanently.	Archival Selection	Internal	Yes	Yes
Capital Projects & Major Maintenance Records relating to project management for the design and construction of hard assets by HCA, including new build, demolition, renewal, renovation or re-build of buildings, facilities and structures, roads, bridges, culverts and trails.	By Project Number, By Subject	Capital Projects and Strategic Services	P	Archival Selection	Internal	Yes	Yes
Construction and Trades Records relating to construction and maintenance of HCA hard assets. May include copies of invoices, job requisitions and working papers. <i>Note: Design materials for construction projects are filed with Capital Projects.</i>	By Project Number, By Subject	Capital Projects and Strategic Services	T/E + 7 <i>T/E = Total completion date or expiration of warranties</i>	Destroy	Internal	No	No
Fleet & Equipment Management							
Fleet and Equipment Maintenance Records relating to the monitoring and maintenance of small equipment, fleet and other vehicles. Includes documentation of regular service, maintenance and repair activities.	By Vehicle / Equipment Number	Central Support Services	<u>Vehicle Circle Check</u> Books: CY +2; <u>All other records</u> : T/E +6 <i>T/E = Vehicle or equipment decommissioned or sold.</i>	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Fleet and Equipment Operation and Garage Management Records relating to the operation of small equipment, fleet and other vehicles, and commercial garage facility. Includes documentation of licencing, certificates and approvals to operate small equipment, fleet and other vehicles, and a commercial garage.	By Year	Central Support Services	T/E +2 <i>T/E = Expiry of licence, approval or certificate.</i>	Destroy	Internal	No	No
Fleet and Equipment Ownership Records relating to the ownership, rental and leasing of small equipment, fleet and other vehicles. Includes ownership and warranty information. Manufacturer specifications and user manuals.	By Vehicle / Equipment Number	Central Support Services	T/E +6 <i>T/E = Vehicle or equipment decommissioned or sold.</i>	Destroy	Internal	No	No
Operations, Inspections & Maintenance							
Facility Operation, Inspections and Maintenance - General Records relating to the responsible operation of HCA owned and managed facilities. Includes daily / regular inspections to identify issues and work to be undertaken. Also includes documentation of regular maintenance, repairs and winterization.	By Area, By Subject, By Year	Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No
Facility Operation, Inspections and Maintenance - Amusement Devices Records required to be retained with respect to amusement devices operated by a license holder. Includes a record of all inspections and tests carried out on the device, daily records of the operation of the amusement device, including all data concerning incidents involving the device; and maintenance records, including all data concerning changes and improvements carried out on the device.	By date of last entry.	Conservation Area Services	T/E +10 <i>T/E = Date of last entry</i>	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Facility Operation, Inspections and Maintenance - Aquatic Records relating to the responsible operation of HCA owned and managed aquatic facilities, specifically Lakeland Pool and Wild Waterworks. Includes daily / regular inspections to identify issues and work to be undertaken. Also includes documentation of regular maintenance, repairs and winterization. <i>Note: Operations Manuals and Wild Waterworks Wave Action Pool Maintenance Manual are living documents with no expiry.</i>	By Area, By Subject, By Year	Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No
Hazard Tree Management Records relating to the management of hazard trees on HCA owned and managed lands, as well as on adjacent private properties. Includes log books, felling records, and completed work orders with tree counts for numbers removed or pruned, on both HCA and private properties. Also includes assessment forms for all rental properties, completed twice annually.	By Area, By Year	Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No
Infrastructure Monitoring and Maintenance Records relating to the ongoing monitoring, assessment and management of HCA-owned and maintained hard assets, including Conservation Areas / Passive Areas, buildings, trails, culverts, bridges, roads, etc.	By Year	Capital Projects and Strategic Services and Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No

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Conservation Areas Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Operations							
Concessions and Store Operations Records relating to the operation of concessions and small retail stores, demonstrating compliance with public health requirements.	By Area, By Year	Conservation Area Services	CY +1	Destroy	Internal	No	No
Drinking Water Supplies Records relating to the provision and maintenance of drinking water sources within HCA facilities. Includes municipal approvals to operate small drinking water systems, and monitoring and maintenance records.	By Area, By Year	Conservation Area Services	CY +4	Destroy	Internal	No	No
Facility Operations - Licences and Certificates Records relating to the responsible and legal operation of HCA facilities and equipment, demonstrating commitment and due diligence with regard to public safety. Includes Technical Standards & Safety Authority (TSSA) permits and licencing, Public Health Inspections documentation, and all other permits and licences required for activities undertaken on HCA property.	By Area, By Type, By Year	Conservation Area Services	CY +1	Destroy	Public	Yes	No
Facility Rentals / Bookings Records relating to the rental of space and facilities on HCA owned or managed properties. May include correspondence, confirmation forms, quotes, catering agreements, and proof of insurance, etc.	By Year, By Location or Facility Name	Conservation Area Services	CY +6	Destroy	Confidential (PIB)	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Hazardous Waste Records related to compliance with regulatory requirements associated with hazardous waste and demonstrating safe handling and disposal of hazardous waste. Includes MOECP Waste Oil Fuel Certificates of Approval and Hazardous Waste Information Network (HWIN / HWPR) Permits and Disposals.	By Area, By Year	Conservation Area Services	S/O +3	Destroy	Internal	No	No
Security Records of monitoring the safety and security of individuals and HCA properties and facilities.	By Area, By Year	Conservation Area Services	T/E +10 <i><u>When log books / reports are not requested for law enforcement, legal claim, or FOI request: T/E = Date of creation.</u></i> <i><u>When log books / reports are requested for law enforcement, legal claim, or FOI request: T/E = Completion of investigation, proceeding or request.</u></i>	Destroy	Internal - Subject to Confidential	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Security - Video Recordings Records of monitoring the safety and security of individuals and HCA properties and facilities, through video recordings. Note: Retention for video surveillance that has not been used should be limited to the amount of time reasonably necessary to discover or report an incident that occurred in the area under surveillance.	By Area, By Camera No.	Conservation Area Services	T/E +60 days; T/E +1* <i>T/E = <u>When video is not requested for law enforcement, legal claim, or FOI request, or has not been accessed or disclosed in any way</u>; T/E = Date of creation.; <u>When video is requested for law enforcement, legal claim, or FOI request, or has been accessed or disclosed in some way</u>*: T/E = Completion of investigation, proceeding or request .</i>	Destroy	Internal - Subject to Confidential	No	No
Westfield Heritage Village							
Westfield Heritage Village - Collection Records pertaining to the responsible management of the museum collection at Westfield Heritage Village (WHV). Includes an itemized listing of artefact holdings as well as an electronic version of the register with additional details regarding taxonomy and location information. Also includes records relating to artefact deaccessioning.	By Registry Number	Conservation Area Services	P	Permanent	Internal	Yes	Yes
Westfield Heritage Village - Donor Information Records pertaining to the management of donor information for the WHV museum collection.	By Name (Last, First)	Conservation Area Services	P	Permanent	Confidential (PIB)	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Westfield Heritage Village - Inter-museum loan agreements Records pertaining to the loan and borrowing of museum artefacts between WHV and other museums.	By Organization Name, By Year	Conservation Area Services	T/E +1 <i>T/E = Return of item, except recurring loans.</i>	Destroy	Internal	No	No

Conservation Lands Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Land Acquisition & Disposition							
Property Files Records relating to the purchase and sale of real estate, including negotiations of purchase and sale, appraisals, title documentation, and all other property-related legal matters. This series also includes records relating to potential land acquisitions.	By Project No., By Seller / Purchaser Name	Office of the CAO	P <i>T/E = Completion of real estate transaction</i>	Permanent	Confidential	Yes	Yes
Master & Management Planning							
Master & Management Plans Records pertaining to the development and planning for conservation areas to provide direction and determine the vision and future objectives. Includes information on strategy planning sessions and public input.	By Area	Capital Projects & Strategic Services	P	Archival	Public	Yes	Yes
Permits & Authorizations							
Permits & Authorizations Records pertaining to the issuance of permits and authorization for recreation and research activities on HCA properties. May include supporting documentation, e.g. proof of insurance, approvals from other agencies, etc.	By Subject, By year	Originator	T/E +5; Research Authorizations: P <i>T/E = Permit / Authorization expires.</i>	Destroy	Internal - Subject to Confidential	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Property Management							
Residential and Agricultural Leased Properties Management Records relating to maintenance of residential and agricultural properties leased by HCA. May include copies of correspondence with tenants, invoices, job requisitions and working papers.	By Lease Type, By Lessee Name (Last, First)	Capital Projects & Strategic Services and Central Support Services	T/E +7 <i>T/E = Total completion date or expiration of warranties</i>	Destroy	Internal - Subject to confidential (Personal Information)	No	No
Section 29 Regulations							
Section 29 Enforcement Records relating to the documentation and resolution of violations of section O. Reg 109, R.R.O. 1990, made under Section 29 of the Conservation Authorities Act. Records include documentation of violations, encroachments, direction or decisions and final resolutions.	By Infraction Type, By Year, By Name (Last, First)	Conservation Area Services	P	Permanent	Confidential (PIB)	Yes	No
Tax Incentive Programs							
Conservation Land Tax Incentive Program Records relating to tax incentives for the Authority's conservation lands. Records include application forms, reporting and claims made by the Authority.	By Year	Watershed Management Services	T/E +15 <i>T/E = Disposal of asset or Program</i>	Destroy / Archival Selection	Public	Yes	Yes
Managed Forest Tax Incentive Program Records relating to tax incentives for the Authority's conservation forests areas managed. Records include application forms, correspondence, managed forest plans, activity sheets, reporting, research, and tracking of the incentive process made by the Authority.	By Year	Watershed Management Services	T/E +15 <i>T/E = Disposal of asset or Program</i>	Destroy / Archival Selection	Public	Yes	Yes

Education & Outreach

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Community Outreach							
Events Records relating to the planning of and participation in events both lead by external parties or HCA.	By Event Name, By Year	Originator	S/O +4	Destroy	Public	No	No
Presentations and Speaking Engagements Records relating to presentations and speeches prepared and/or delivered by staff to external parties at special events, conferences, and other public events	By Topic	Originator	CY+4	Destroy	Public	No	No
Public Engagement Records relating to public engagement with stakeholders through various channels (e.g. online community engagement platforms, social media, surveys etc.), including the collection of opinions, input and feedback on HCA programs, services and initiatives.	By Project, By Name (Last, First)	Originator	<u>Master & Management Plans</u> : T/E +10; <u>All Other Public Engagement</u> : T/E +5 <i>T/E = Date of creation</i>	Destroy	Internal - Confidential (Personal Information)	No	No
Youth Education							
School and Camp Programs Records related to the development and delivery of school and camp programming including but not limited to program plans, presentations, meeting agendas and minutes, email and correspondence.	By Subject	Conservation Area Services	S/O or T/E +10 <i>T/E = Program Ends</i>	Destroy / Archival Selection	Public	No	Yes
Reports Records related to reporting on programs. Records may include statistics, analyses, observations, feedback, and recommendations.	By Subject	Conservation Area Services	S/O or T/E +10 <i>T/E = Program Ends</i>	Destroy / Archival Selection	Public	No	Yes

Financial Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Accounting							
Accounts Payable Records relating to the daily management of finances and completion of financial transactions, particularly payments to suppliers and vendors, and reimbursement of approved expenses incurred by employees.	By Year	Central Support Services	FY + 7	Destroy	Internal	Yes	No
Accounts Receivable Records relating to the daily management of finances and completion of financial transactions, particularly to document the revenue management process and collection of revenue processes.	By Year	Central Support Services	FY +7	Destroy	Internal	Yes	No
Capital Asset Accounting Records related to financial accounting for capitalization, disposal, and amortization of fixed assets. Records include reference to capital assets register, capital depreciation schedules and capital asset reports necessary for Auditing & Public Sector Accounting purposes.	By Year	Central Support Services	P	Permanent	Public	Yes	No
General Ledger & Trail Balance Documentation of all financial accounts (chart of accounts) and statements summarizing year over year financial transactions.	By Year	Central Support Services	P	Permanent	Internal	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Auditing							
Audit Preparation Records relating to preparation for the annual audit review. Includes supporting financial detailed reports, e.g., accruals, prepaids, outstanding payables, liabilities – vacation unpaid, etc.	By Year	Central Support Services	FY +7	Destroy	Internal	No	No
Audited Financial Statements Records relating to the final, audited year-end financial statements. Records include notes to the financial statements included in auditor’s report.	By Year	Central Support Services	P	Permanent	Public	Yes	No
Banking							
Banking Administration Records relating to banking administration and bank relations. Records may include signing/signature authorizations, letter of credit and credit applications, Bank performance, and research for banking services.	By Topic	Central Support Services	S/O +5	Destroy	Internal	Yes	No
Bank Statements & Reconciliations Records relating to banking and cash management activities, including the deposit and withdrawal of funds, financial investments, bank charges, service fees and interest. Also includes records relating to reconciling bank transactions and monitoring financial transactions for anomalies.	By Year, By Topic	Central Support Services	FY +7	Destroy	Internal	Yes	No
Investments Records relating to tracking of investments made by HCA. Records include investment reporting, redeemed investments bank receipts, interest income, statement of accounts, investments confirmation and schedule.	By Year, By Institution	Central Support Services	S/O +7	Destroy	Internal	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Budgeting & Reporting							
Budgets and Budget Development Records relating to the development of operating and capital budgets including budget working papers, financial analyses, reference documents and other related materials used as rationale for operating and capital budget planning purposes.	By Year	Central Support Services	FY +10	Destroy	Confidential <i>Note: Final Budgets approved by the Board are Public</i>	Yes	No
Financial Reports Records relating to quarterly reporting of HCA's financial position; includes capital and operating results, and vendor reports.	By Year	Central Support Services	FY +6	Destroy	Public	Yes	No
Charity Registration							
Charity Registration Records pertaining to the registration of Hamilton Conservation Authority and Hamilton Conservation Foundation as registered charities.	By Organization (HCA, HCF)	Central Support Services	P	Permanent	Public	Yes	No
Tax Returns Records relating to the preparation and submission of corporate tax returns to Canada Revenue Agency.	By Year	Central Support Services	FY +7	Destroy	Public	Yes	No
Grants & Funding							
Grants & Funding Applications / Proposals Records relating to applications for grants and subsidies from federal, provincial, municipal, business, private or other sources.	By Year; By Grant Name	Central Support Services	CY +9	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Grants & Funding - Approved Records relating to applications and administration of grants and subsidies from federal, provincial, municipal, business, private or other sources.	By Grant Name	Central Support Services	T/E +9 <i>T/E = End of fiscal year when final receipt of grant and reporting requirements are completed.</i>	Destroy / Archival Selection	Public	Yes	Yes
Municipal Apportionments and General Levies Allocations for municipal apportionment received from Conservation Ontario via MPAC.	By Year	Central Support Services	P	Permanent	Public	Yes	Yes
Reserve Funds Records related to administering reserve fund accounts.	By Reserve Fund	Central Support Services	S/O +7	Destroy / Archival Selection	Internal	Yes	Yes
Purchasing/Procurement							
Purchase Orders & Requisitions Records associated with purchase orders and requisitions.	By Year	Central Support Services	FY +7	Destroy	Internal	Yes	No
Quotations, Tenders and Proposals Records relating to the procurement of goods and services through competitive tendering and other purchasing processes. Records may include call for submission (RFP, RFQ, RFI, tenders, pre-qualifications, quotations, vendor submissions, proposals, bids, research body backgrounders, resumes of individuals), evaluation and evaluation summary, Q&A's, decision and decision communication including acknowledgement letters and notification to unsuccessful and successful bidders. <i>NOTE: Final signed official contracts to be filed under Legal and Risk Management / Agreements and Contracts</i>	By Project	Originator	<u>For tendered procurement:</u> T/E + 7; <i>T/E = Expiry of final contract;</i> <u>For other procurement:</u> T/E +7 <i>T/E = Expiry of final contract;</i> <u>Unsuccessful tenders:</u> T/E +1 <i>T/E = Awarding of the contract.</i>	Destroy / Archival Selection	Internal	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Taxes							
Harmonized Sales Tax Records relating to HST (GST/PST) rebates and reports. Records include correspondence, claims submitted, annual reconciliations, and CRA reviews.	By Year	Central Support Services	FY +7	Destroy	Internal	Yes	No
Property Taxes Records relating to property taxes applied to HCA owned properties, including assessments, billing rebates, and tax incentives for Managed Forests (MFTIP) and Conservation Lands (CLTIP).	By Year	Central Support Services	P	Permanent	Public	Yes	No

Health & Safety

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Audits & Inspections							
Audits and Inspections Records created and/or received and used to document routinely conducted inspections of the physical condition of the workplace undertaken by HCA and employee representatives to identify and monitor occupational health and safety risks or hazards. Inspections may also be required by regulation or by an order by an inspector. Records include but are not limited to Quarterly Workplace Audits, Safety Audits, Lifeguard Safety Audits, Workplace Inspections (including Fire Extinguisher Inspections), Fire Hydrant Inspections / Orders, Hazard Reports, etc.	By Type, By Year, By Area	Human Resources & Wellness	CY +7	Destroy	Internal	No	No
Joint Health and Safety Committee							
Joint Health and Safety Committee Records documenting the formation, meetings, and decisions of the Joint Health and Safety Committee (JHSC). Records may include but are not limited to records of the establishment of the committee, its terms of reference, memoranda of understanding, etc.; records of nomination, appointment, resignation or termination of committee members; meeting agendas and minutes, etc.	By Year, By Month	Human Resources & Wellness	CY +6	Destroy	Confidential (Personal Information)	Yes	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Ministry of Labour							
Field Visits and Orders Records of Ministry of Labour Field Visits and Orders pertaining to HCA's Health & Safety Program.	By Year, By Date (File adults and minors separately)	Human Resources & Wellness <i>For incident reports associated with an insurance or legal claim: Secretary Treasurer / Director, Central Support Services.</i>	T/E +15 <i>For Orders: T/E = Employee last day of work. For those who are minors at the time of their last day of work: Date of reaching the age of majority. For MOL records not pertaining to any individual: T/E = Date of Creation (field notes) or Date Order Deemed Resolved.</i>	Destroy	Confidential (Personal Information)	Yes	No
Programs, Plans & Procedures							
Programs, Plans and Procedures Records created and/or received and used in the development, review and approval of HCA occupational health and safety programs, plans and procedures. Programs, Plans, and Procedures include but are not limited to Safe Working Procedures; Fire Safety Plans; Emergency Action Plans; Evacuation Plans, Hazard Risk Registry; Safety Manuals; SDS / Material Safety Data Sheets (MSDS), and WSIB Excellence Program.	By Type, By Year	Human Resources & Wellness	S/O +10	Destroy / Archival Selection	Internal	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Prevention							
Prevention Records created and/or received and used in the process of promoting, educating and advising on actual or potential workplace hazards and safe work practices, including detailing hazards associated with the use of materials; first aid instructions maintained for reference on safety instruction; safe workplace practices, necessary protective devices, safety measures and procedures. Includes daily or safety talks and pre-work inspections prior to completing high risk / hazardous work.	By Type, By Year	Originator	CY +4	Destroy	Internal	Yes	No

Human Resources Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Attendance & Time Off							
Attendance and Statutory Leaves Records related to employee leaves (pregnancy, parental, sick, bereavement or any other leave covered under the ESA), absenteeism, vacation and other requests for time off. Records may include timesheets, reports, and general program information.	By Type of Leave / Absence, By Employee Number	Human Resources & Wellness	CY +7	Destroy	Confidential	No	No
Compensation & Benefits							
Benefits Administration Records relating to employee benefits and deductions, group insurance, medical and dental plans administration.	By Subject, By Year	Human Resources & Wellness	P	Permanent	Confidential (PIB)	Yes	No
Compensation Administration Consists of management of remuneration models for Authority employees. Includes annual salary plans, salary administrative guidelines and the management compensation plan. Records may include meetings, job evaluation results and appeals.	By Subject	Human Resources & Wellness	S/O +11	Destroy / Archival Selection	Confidential (PIB)	Yes	Yes
Pay Equity Plans Records relating to equal opportunity employment and pay equity. <i>Note: Records of job evaluations related to pay equity legislation may be subject to permanent retention, if requested for an investigation under the Pay Equity Act.</i>	By Subject	Human Resources & Wellness	P	Permanent	Public	Yes	No
Pension Administration Records related to the pension program. Documents consists of enrollment, changes, annual reporting, etc.	By Subject	Human Resources & Wellness	P	Permanent	Confidential (PIB)	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Employee Management							
Personnel Files Records relating to the employment history of all HCA employees, including students, temporary, permanent, contract, casual, full and part time positions. Files contain Employee contracts, related terms and conditions, letters of recommendation, job rotations, performance evaluations, disciplinary measures, commendations, references, resumes, letters of resignation and records of termination or retirement, and exit interviews. Also includes record of professional development courses completed through internal training opportunities and external training records. Vaccination records, where vaccinations are required for a specific position, are retained in employee personnel files.	<u>Current Staff</u> : By Name (Last, First) <u>Past Staff</u> : By year of employee termination, resignation or retirement, then By Name (Last, First).	Human Resources & Wellness	T/E +50; <i>T/E = Termination, resignation or retirement of employee.</i>	Destroy	Confidential (Personal Information)	Yes	No
Labour & Employee Relations							
Human Rights Complaints & Investigations Records relating to receiving, investigating and resolving complaints from staff concerning discrimination or harassment. Documents may include statements of complaints or completed complaints forms, investigation reports and recommendations, witness interview notes and supporting documentation and correspondence regarding the exploration and resolution of the complaints and consultations.	By Type of Complaint; By Date	Human Resources & Wellness	T/E +50	Destroy	Confidential	Yes	No
Organization Design							
Organizational Chart Records illustrating the organizational structure of HCA including staff positions / titles, employee names, and hierarchy of reporting relationships and of authority and responsibility.	By Year	Human Resources & Wellness	S/O +5	Archival	Public	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Payroll Administration							
Payroll Processing and Remittances Records relating to the calculation, preparation, provision and delivery of payroll services to Hamilton Conservation Authority employees, including income tax reporting and benefit payments.	By Subject; By Year	Central Support Services; Human Resources & Wellness	<u>CPP Stop Payment and Old Sick Plan</u> : T/E +7; <u>All other Records</u> : FY +7 <u>CPP Stop Payment and Old Sick Plan</u> : T/E = Termination, resignation or retirement of employee	Destroy	Confidential (Personal Information)	Yes	No
Records of Employment and T4's and T4A's Records relating to the records of employment (ROE) of staff for purpose of Employment Insurance (EI) benefits, and employer copies of T4/T4A statements of remuneration paid per calendar year.	By Subject; By Year, By Employee Last Name	Central Support Services Human Resources & Wellness	P	Permanent	Confidential (Personal Information)	Yes	No
Recruitment & Selection							
Job Descriptions Records defining employment positions within HCA, outlining responsibilities, qualifications, immediate reporting structure, and salary classification.	By Department; By Position Title	Human Resources & Wellness	S/O +11	Destroy	Public	Yes	No
Recruitment, Selection & Hiring Records relating to recruitment and staffing activities performed for all full and part time staff positions. <i>NOTE: Successful candidates' resumes and information moves to the employee Personnel File, once offer of employment is accepted, confirmed and signed.</i>	By Year, By Recruitment	Human Resources & Wellness	<u>Resumes for applicants not selected for an interview</u> : T/E +1; <u>All other recruitment records</u> : T/E +3 T/E = Completion of recruitment.	Destroy	Confidential (Personal Information)	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Training & Development							
Occupational Training Compliance and Certification - All Staff Records relating to occupational training where there is a legislated, operational or legal requirement to retain records. Includes raising awareness and educating employees on workplace Health and Safety, in accordance with the Occupational Health and Safety Act.	By Employee (in Personnel Files and in the HR Downloads online platform and Pearl application)	Human Resources & Wellness	<u>Training records:</u> T/E +15 <i>T/E = Termination of employment. For those who are minors at the time of termination of employment: Date of reaching the age of majority.</i> <u>Training Materials:</u> S/O +1	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Position Specific Training and Certifications - General Records relating to training required for specific positions held within HCA. Includes CPR and First Aid, Vehicle & Small Equipment, Respirator Fit, Lifeguard, Security, Pesticide Application. <i>Notes: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>CPR and First Aid</u> : T/E +3; <u>Vehicle & Small Equipment</u> : T/E +5 <u>Respirator Fit</u> : T/E +5 <u>Lifeguard</u> : T/E +2 <u>Security</u> : T/E + Until applicant's second birthday following the day the license was issued or 2 years since the term of a renewed license. <u>Pesticide Application</u> : T/E + Until December 31 of the year in which the license or the most recent renewal of the license takes effect. <u>For CPR and First Aid, Lifeguard, Security, and Pesticide Application</u> : T/E = Completion date of training. <u>For Vehicle & Small Equipment, and Respirator Fit</u> : T/E = Termination of Employment.	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Position Specific Training and Certifications - Aquatic Facilities Records relating to training required for specific positions held within HCA. Includes National Lifeguard Certification, Lifeguard Qualifications, Pool Operator, Maintenance, Skills Passports, and Slide Mechanics. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>National Lifeguard Certification</u> : T/E +2 <u>Skills Passports</u> : T/E +2 <u>Slide Mechanics</u> : T/E +2 <u>Pool Operator</u> : T/E +? <u>Maintenance</u> : T/E +? <i>T/E = Completion date of training.</i>	Destroy	Internal	No	No
Position Specific Training and Certifications - Conservation Areas Records relating to training required for specific positions held within HCA. Includes Zero Turn, Tractor, Weed Whip, Club Car, and Safe Food Handling. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Managers and Superintendents for the particular facility or training program.	<u>Zero Turn, Tractor, Weed Whip, Club Car, and Safe Food Handling</u> : T/E +5 <i>For Zero Turn, Tractor, Weed Whip, Club Car: T/E = Date worker leaves the company.</i> <i>For Safe Food Handling: T/E = Completion date of training.</i>	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Position Specific Training and Certifications - Construction Records relating to training required for specific positions held within HCA. Includes Working at Heights & Fall Arrest, Confined / Restricted Space, Skid Steer, Mini Excavator, Backhoe, Tractor, Dump Truck, Septic Truck, Stump Grinder, Chainsaw (In-house), Trench Awareness, Aerial Lift & Scissor Lift (Mobile Elevated Work Platforms - General), and Commercial Vehicle Operator's Registration. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>Confined/Restricted Space</u> : T/E +1 <u>Working at Heights & Fall Arrest</u> : T/E +3 <u>Commercial Vehicle Operator's Registration</u> : T/E +2 <u>All Other Training</u> : T/E +5 <u>For Confined/Restricted Space</u> : T/E = Date of creation or Date of project completion. <u>For Working at Heights & Fall Arrest, Commercial Vehicle Operator's Registration</u> : T/E = Date of completion of training. <u>For All Other Training</u> : T/E = Termination of Employment	Destroy	Internal	No	No
Position Specific Training and Certifications - Marina Records relating to training required for specific positions held within HCA. Includes Marine Lift and Pleasure Craft Operators Licence. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>Marine Lift</u> : T/E +5 <u>Pleasure Craft Operator's Licence</u> : T/E <u>For Marine Lift</u> : T/E = Completion date of training. <u>For Pleasure Craft Operator's Licence</u> : T/E = Termination of Employment	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Volunteers							
Volunteer Database Records relating to volunteer applications / requests to volunteer, hours of service and nature of assignment(s) with HCA.	By Name (Last, First)	Central Support Services	T/E +3 <i>T/E = Date of last volunteer event. For those who are minors at the time of their last volunteer event: Date of reaching the age of majority.</i>	Destroy	Confidential (PIB)	No	No
Volunteer Management - Long-term Volunteers Individual records for long-term volunteers. Records may include resumes, reference checks, evaluations, contact information / emergency contact information, safety audits, training, skills documentation, volunteer hours and exit interviews.	By Name (Last, First)	Originator	T/E +15 <i>T/E = Date of last volunteer event. For those who are minors at the time of their last volunteer event: Date of reaching the age of majority.</i>	Destroy	Confidential (PIB)	No	No
Volunteer Management - Short-term Volunteers Individual records for short-term volunteers. Records may include submitted applications, resumes, sign up forms, position descriptions, postings, contact information / emergency contact information, training, and volunteer hours.	By Event, By Name (Last, First)	Originator	T/E +3 <i>T/E = Date of last volunteer event. For those who are minors at the time of their last volunteer event: Date of reaching the age of majority.</i>	Destroy	Confidential (PIB)	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
WSIB Administration							
WSIB Administration Records relating to the reporting of work-related incidents and injuries under the Workplace Safety and Insurance Act, 1997. Includes WSIB incident reports, Form 7's, WSIB investigations, records of return to work and modified duties. Also includes all records related to correspondence and reporting to the Workplace Safety and Insurance Board, e.g. wage transfers, appeals, statements of accounts and all other mandatory reporting.	By Name (Last, First)	Human Resources & Wellness	T/E +50 <i>T/E = Termination, resignation, or retirement of employee</i>	Destroy	Confidential (Personal Information)	Yes	No

Information & Technology Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Data Management							
Databases and Information Systems Records relating to the operation, administration and maintenance of database solutions and information systems across the organization. Also includes records of the operation and administration of interfaces between systems.	By Subject	Watershed Management Services and Central Support Services	T/E +2 <i>T/E = Application or database decommissioned.</i>	Destroy	Internal - Subject to Confidential (PIB)	Yes	No
Data Requests Records detailing requested data and resulting responses.	By Year	Watershed Management Services	CY +10	Destroy	Internal	No	No
Geographic Information Systems (GIS)							
Imagery Record related to digital ortho-imagery of HCA jurisdiction, metadata, calibration information, and derivatives. Also includes other remotely sensed data such as satellite images, bathymetry, and LiDAR datasets.	By Project Name	Watershed Management Services	P	Permanent	Public	No	No
Projects Records relating to mapping and Geographic Information Systems, geomatics and other resources that provide imagery, spatial data and metadata used for the purposes of mapping and capturing imagery of built and natural environments.	By Project Name	Watershed Management Services and Central Support Services	P	Permanent / Archival Selection	Internal - Subject to Confidential	Yes	Yes
Network Management							
Firmware (Devices and Hardware) Warranties, drivers, firmware patches for network equipment such as servers, workstations, storage arrays, printers, scanners, access points and switches.	By Device Type, By Device Name	Central Support Services	S/O +1	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Network Administration Records relating to design, installation and evaluation of the network; execution and administration of regular backups; creation of precise technical documentation, such as network diagrams, network cabling documents, etc.; provision for precise authentication to access network resources; provision for troubleshooting assistance; administration of network security.	By Area / Business Unit, By Year	Central Support Services	T/E +5 <i>T/E = Infrastructure, application or service decommissioned.</i>	Destroy	Confidential	Yes	No
Telephone & Electronic Communications Systems Records relating to the installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, internet, and emergency systems and processes. Documents include requests for installation or maintenance, change requests and service call requests to service providers.	By Topic	Central Support Services	T/E +5 <i>T/E = End of project or new update</i>	Destroy	Internal	Yes	No
Records & Information Management							
Classification & Records Retention Schedule Records relating to the development and implementation of the records classification structure and the retention and disposition schedule initiatives. Includes information relating to all issues that may affect the development and approval of the Authority’s records classification structure and retention schedule, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention schedules of other CAs, federal and provincial legislation, legal opinions and all supporting correspondence.	By Topic	Office of the CAO	S/O +5	Destroy / Archival Selection	Public	Yes	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Corporate History and Archival Preservation Records selected for archival retention and preservation, including documents that demonstrate the development and evolution of HCA services and assets, demonstrating the history of HCA as an organization. Includes records related to management of archival holdings, i.e. HCA Archive Accession Register, Collection Policies, Index and Finding Aids, etc.	By Subject (See archive arrangement scheme)	Office of the CAO	P <i>T/E = Selection for inclusion in HCA's archival collection</i>	Permanent	Internal - Subject to Confidential (PIB) Public Access may be limited to records to which access is provided for under MFIPPA.	Yes	Yes
Freedom of Information Records relating to the completion of requests for information submitted under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Also includes records of routine disclosure.	By year, By file number	Office of the CAO	T/E +5 <i>T/E = Completion of request, closure of consultation, or expiry of appeal period</i>	Destroy	Confidential (Personal Information)	No	No
Records Destruction Certificates Records relating to records destruction certificates, which authorize the destruction of LTC's records in accordance with formally-approved records retention schedule. Includes destruction of media such as paper, microform and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.	By Year, By Function	Office of the CAO	P	Permanent	Public	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Software							
Applications Records may include installation files, documentation, and user-guides for proprietary or open-source software used on workstations & servers. This may also include license keys/ serial numbers, software patches, and scripts.	By Vendor Name	Central Support Services	S/O +1	Destroy / Archival Selection <i>(Legacy software may be required to access records of archival value.)</i>	Internal	No	Yes

Marketing & Communications

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Celebrations & Recognition							
Celebration and Recognition Events (Corporate) Records relating to celebrations and recognition ceremonies held by the Authority, including Conservation Area openings, Corporate Anniversaries, service awards and retirements for employees and volunteers.	By Event	Marketing and Communications	T/E +10	Destroy / Archival Selection	Public	No	Yes
Graphic Design							
Creative Design Records relating to the provision of internal creative design services, including graphic design, signage, non-archival photography, web design and publication layout.	By Subject; By Year	Marketing and Communications	S/O +5	Destroy / Archival Selection	Public	No	Yes
Internet Content Management							
Analytics Records relating to web analytics including the measurement, collection, analysis and reporting of internet data for the purposes of understanding and optimizing online usage. Analytics may study habits and behaviours of users, stakeholders, partners and trends.	By Subject	Marketing and Communications	CY +7	Destroy / Archival Selection	Public	No	Yes
E-Newsletters Records relating to electronic publications of internal and external newsletters created and distributed via electronic marketing tools (e.g. Mail Chimp, etc.)	By Year, By Edition	Marketing and Communications	P	Archival Selection	Public	No	Yes
Social Media Records relating to the development of creative campaign plans and distribution of social media content, e.g., Facebook, X, YouTube, Instagram, etc.	By Topic	Marketing and Communications	P	Archival Selection	Public	No	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Websites Records relating to the development, capture, and coordination of HCA's corporate websites. Records may relate to existing & future content specifications, development and supporting website developer(s).	By Topic, By Year	Marketing and Communications	P	Archival Selection	Public	No	Yes
Marketing							
Advertising Records relating to the planning, development and distribution of advertising, including campaign strategies, campaign quotes, ad proofs, etc.	By Year	Marketing and Communications	S/O +5	Destroy / Archival Selection	Public	No	Yes
Audio Visual Records including photographs, videos, and recorded audio that document the programs, services, and/or activities of the HCA.	By Subject	Marketing and Communications	P	Archival Selection	Public	No	Yes
Corporate Identity and Branding Records related to the planning, development and administration of corporate identity and branding, (e.g. branding guidelines, logos, letterhead, etc.)	By Subject	Marketing and Communications	P	Archival Selection	Public	Yes	Yes
Publications Records of official, corporate publications for internal and external use, including graphic design, newsletters, signage, non-archival photography, web design and publication layout.	By Subject; By Year	Marketing and Communications	P	Archival Selection	Public	No	Yes
Media Relations & Monitoring							
Media Releases Records of media releases produced by HCA. May include background information such as key message development material, media response, correspondence, media releases, media advisories, media contact list, images/graphs/maps to accompany media releases/advisories.	By Year, By Topic	Marketing and Communications	P	Archival Selection	Public	No	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Media Monitoring Records relating to media coverage, media scans & media monitoring about HCA & related initiatives. Records include newspaper articles, television/radio sound bites/video files, web pages, social media sites & the like.	By Year, By Month	Marketing and Communications	P	Archival Selection	Public	No	Yes
Public Relations							
Commendations from the Public Records include general commendations about HCA & its programs/services.	By Business Unit / Program Area, By Year	Marketing and Communications	CY +5	Destroy / Archival Selection	Public	No	Yes
Complaints from the Public Records include general complaints, responses to complaints about HCA & its programs/services.	By Business Unit / Program Area, By Year	Marketing and Communications	T/E +15 <i>T/E = Complaint Resolved</i>	Destroy	Confidential (Personal Information)	No	No

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Planning & Regulations

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Aggregate Resources Act Application Review							
Aggregate Resources Act Records of applications for new aggregate resource extraction operations or to alter / expand an existing aggregate extraction operations.	By Project Name	Watershed Management Services	P	Permanent	Public	No	No
Plan Input							
Legislative & Policy Reviews Records relating to input on provincial policy plans (e.g., Provincial Policy Statement, Growth Plan, Greenbelt Plan) and certain municipal policies (e.g., Site Alteration By-laws, etc.).	By Province or Municipality; By Policy / Plan Name	Watershed Management Services	S/O	Destroy / Archival Selection	Public	No	Yes
Planning Act (Comprehensive / Policy) Reviews Records of Official Plan Updates, City-initiated / Comprehensive Official Plan Amendments; Comprehensive Zoning By-Law Amendments; Secondary Plans	By Type, By File Number	Watershed Management Services	P	Permanent	Public	No	No
Planning Review							
Environmental Assessments Records relating to environmental assessments within HCA watershed boundaries. Assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it.	By Type, By File Number	Watershed Management Services	P	Permanent	Public	No	No
Niagara Escarpment Planning & Development Control Act (NEPDA) Applications Records of development applications made under the NEPDA, including Niagara Escarpment Plan Amendments.	By File Number	Watershed Management Services	T/E + 10 <i>T/E = Application Year</i>	Destroy	Confidential (PIB)	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Planning Act (Development) Applications Records of development applications, including Subdivisions/Condominiums; Official Plan Amendments, Zoning By-Law Amendments, Site Plans, Consents, Minor Variances, and Formal Consultation.	By Type, By File Number	Watershed Management Services	<u>Subdivisions</u> : P; <u>All other application types</u> : T/E +10 <i>T/E = Application Year</i>	Destroy	Confidential (PIB)	Yes	No
Property Inquiries							
General Correspondence & Solicitor Inquiries Records of correspondence between the HCA, members of the public, consultants, contractors, real estate agents and lawyers regarding the application of HCA's development regulation on various properties within HCA's jurisdiction.	By Former Municipality, By Year, In Chronological Order (Oldest to Newest)	Watershed Management Services	P	Permanent	Confidential (PIB)	No	No
Section 28 Regulation Administration							
Ontario Regulation 161/06 - Letters of Permission, Permits, & Hearings Records of issuance of letters of permission and development permits under Ontario Regulation 161/06 (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses), made under the Conservation Authorities Act, R.S.O. 1990. Also includes all records associated with Section 28 hearings before the Board of Directors, and appeals to the Ontario Land Tribunal, including final decisions and staff reports.	<u>Letters of Permission</u> : By Year, By Address <u>Permits</u> : By Year, By File Number <u>Hearings</u> : By Year, Property Address	Watershed Management Services	P	Permanent	Confidential (PIB)	Yes	No
Section 28 Enforcement (Violations) Records relating to the enforcement of Section 28 of the Conservation Authorities Act.	By Year, By Property Address	Watershed Management Services	P	Permanent	Confidential (PIB)	Yes	No

Source Water Protection

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Administration Records relating to the administration and implementation of the Source Water Protection Program, including Source Protection Committee and Source Protection Management Committee meeting agendas and minutes. <i>Note: Records of the Hamilton Region Source Protection Authority are filed under Governance - Board of Directors and Subcommittee Documentation.</i>	By Topic	Watershed Management Services	T/E + 15 <i>T/E = Date of creation.</i>	Destroy / Archival Selection	Public (Subject to Confidential PIB)	No	Yes
Assessments, Plans and Reports Records relating to the implementation of the Source Water Protection Program, including Annual Reports, Assessment Reports, Source Protection Plans, MECP Drinking Water Inspection Reports, etc.	By Topic	Watershed Management Services	T/E + 15 <i>T/E = Date approved.</i>	Destroy / Archival Selection	Public	No	Yes
Technical Studies and Models Records relating to the foundational development of the Source Water Protection Program, including Municipal Wellhead Studies, Water Budgets, Watershed Characterization Reports, etc.	By Topic	Watershed Management Services	T/E + 15 <i>T/E = Date finalized or approved.</i>	Destroy / Archival Selection	Internal	No	Yes

Watershed Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Dam Management							
Dam Management Records related to the operation and maintenance of all dams on HCA properties, including Christie Lake, Valens Lake, and Mineral Springs. Records include Operation, Maintenance, Surveillance and Safety Manuals, inspections, maintenance records, dam safety reviews, public safety assessments, dam-related permits to take water.	By Dam; By Subject	Watershed Management Services	P	Archival Selection	Internal	Yes	Yes
Ecological Inventorying & Monitoring							
Aquatic Resources Monitoring Program Records relating to the administration and implementation of the Aquatic Resource Monitoring Program. Records include raw data, analyses, reports, photos, field notes (hard copy and electronic) program overviews, and methodologies. Also includes federal and provincial government approvals, authorizations and licences to undertake monitoring activities.	By Monitoring Subject; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year; By Location	Watershed Management Services	P	Permanent	Internal - Subject to Confidential (Personal Information)	No	No
Natural Areas Inventory Records relating to the administration, research and monitoring, and development of the Natural Areas Inventory.	By Project Year; By Subject	Watershed Management Services	P	Archival Selection	Internal - Subject to Confidential (Personal Information)	No	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Terrestrial Resources Monitoring Program Records relating to the administration and implementation of the Terrestrial Resources Monitoring Program. Records include raw data, analyses, reports, photos, field notes (hard copy and electronic) program overviews, and methodologies. Also includes federal and provincial government approvals, authorizations and licences to undertake monitoring activities.	By Monitoring Subject; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year; By Location	Watershed Management Services	P	Permanent	Internal - Subject to Confidential (Personal Information)	No	No
Ecological Rehabilitation & Restoration							
Invasive Species Management Records relating to the administration and implementation of the Invasive Species Management Program. Records include data, mapping, education materials, strategies/plans, progress reporting, etc.	<u>Admin</u> : By Subject; <u>Implementation</u> : By Species, By Year	Watershed Management Services	P	Permanent	Internal	No	No
Restoration Projects Records relating to project management for the design and construction of ecological restoration projects on HCA property. Records include designs, agreements, contracts, permits, budgets, correspondence, tenders, and post-construction monitoring.	By Location / Project Number, By Project Name	Watershed Management Services	P	Permanent	Internal	No	No
Engineering Review							
MECP Permit to Take Water Application Review Applications submitted to MECP for Permits to Take Water, circulated to HCA for technical review.	By Application Number	Watershed Management Services	T/E +10 <i>T/E = Date of creation</i>	Destroy	Confidential (Personal Information)	No	No
Flood Forecasting & Warning							
Data & Analyses Records relating to the weekly planning cycles, stream gauge data and historic information that assists HCA staff to provide prompt warnings to municipal partners and the general public. Includes conditions analyses.	By Topic	Watershed Management Services	P	Permanent	Internal	Yes	No

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Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Documentation of Flooding & Erosion Events Records documenting flooding and erosion events throughout the HCA watershed during Flood Watch and Warning events. Records include photos of flooding and erosion.	By Year	Watershed Management Services	P	Archival Selection	Internal	Yes	Yes
Flood Advisories & Bulletins Records of Flood Watch and Warning Advisories and Bulletins issued as part of HCA's Flood Forecasting and Warning Program.	Admin: By Subject; Implementation: By Year	Watershed Management Services	P	Archival Selection	Public	Yes	Yes
Flood Contingency Plans Records relating to HCA's Flood Contingency Plan for the monitoring and warning program for riverine flooding and flooding and erosion hazards associated with the Lake Ontario shoreline.	By Topic	Watershed Management Services	P	Archival Selection	Public	Yes	Yes
Low Water Response							
Data & Analyses Records relating to monitoring and reporting on low water conditions for the Low Water Response Program. Records include raw data and conditions analyses.	By Year	Watershed Management Services	P	Permanent	Internal	No	No
Declarations & Terminations Records relating to the declaration and termination of Low Water Conditions. Records include Advisories, Bulletins and Mailings to Permit to Take Water Holders.	By year	Watershed Management Services	P	Archival Selection	Internal - Subject to Confidential (PIB)	No	Yes
Low Water Response Team Records relating to the administration of the Low Water Response Team. Records include LWRT membership, correspondence, meeting agendas and minutes.	By Year, By Meeting Date	Watershed Management Services	P	Archival Selection	Internal	No	Yes

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Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Stewardship							
Contact Initiatives / Landowner Mailings Mass mailings to private landowners promoting programs and services of the Hamilton Watershed Stewardship Program. <i>NOTE: Records of successful engagement are transferred to the Water Quality & Habitat Improvement Program.</i>	By Year, By Subject	Watershed Management Services	CY +1	Destroy / Archival Selection	Internal - Confidential (Personal Information)	No	Yes
Water Quality & Habitat Improvement Program Records related to the delivery of the private landowner stewardship program.	By File Number	Watershed Management Services	P	Permanent	Internal - Confidential (Personal Information)	No	No
Streamflow and Precipitation Monitoring							
Streamflow & Precipitation Data and Monitoring Files Records related to HCA’s hydrometeorologic network, including precipitation, snow survey, and stream flow and temperature monitoring and analyses in support of the flood forecasting and warning and ecological monitoring programs and for long term trend analysis. Records include monitoring station location maps, sampling protocols, equipment manuals, raw data, analyses, and reports.	<u>Precipitation</u> : In Wiski; By Location <u>Snow Surveys</u> : By Year; By Survey Date <u>Streamflow & Temperature</u> : In Wiski; By Location	Watershed Management Services	P	Permanent	Internal	Yes	No
Technical Studies and Engineering Projects							
Engineering Projects Records relating to projects of the Engineering unit, e.g. Climate Change, Saltfleet Wetland Creation, etc.	By Project # Area, By Project Name	Watershed Management Services	P	Permanent	Internal	No	No
Floodplain Mapping Records relating to floodplain mapping and modelling for development-related and HCA-driven projects.	By Project # Area, By Project Name	Watershed Management Services	P	Archival Selection	Internal (<i>HCA-driven mapping is Public</i>)	Yes	Yes
Technical Studies Records relating to technical studies and projects commissioned by the Engineering unit.	By Project # Area, By Study Name	Watershed Management Services	P	Permanent	Public	Yes	No

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Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Watershed Planning							
Shoreline Management Plan Records relating to the evaluation and monitoring of shoreline hazards along the Lake Ontario Shoreline, including erosion hazards, dynamic beach hazards, and flooding hazards.	By Year	Watershed Management Services	P	Permanent	Internal	No	Yes
Special Studies and Assessments Records of special studies and assessments to inform/facilitate development activities, including Subwatershed Studies, Master Drainage Plans.	By Study / Assessment Type, By Study / Assessment File Number and/or Name	Watershed Management Services	P	Permanent	Public	Yes	Yes
Watershed Report Cards Records relating to the creation of the Watershed Report cards. This will include information for future and historic report cards.	By Year	Watershed Management Services	P	Archival Selection	Public	No	Yes
Water Quality Monitoring							
Surface Water Monitoring Records related to the all surface water quality monitoring programs undertaken by HCA, including but not limited to the Hamilton Harbour Remedial Action Plan Program, Provincial Surface Water Quality Monitoring Network and City of Hamilton Water Quality Monitoring Program. Records may include monitoring station location maps, sampling protocols, equipment manuals, raw data, analyses, and reports.	By Program; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year	Watershed Management Services	P	Permanent	Internal	Yes	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Groundwater Monitoring Records related to the all groundwater monitoring programs undertaken by HCA, including by not limited to the Provincial Groundwater Monitoring Network. Records may include, monitoring station location maps, sampling protocols, equipment manuals, raw data, analyses, and reports.	<u>By Program</u> ; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year	Watershed Management Services	P	Permanent	Internal	No	No

Summary Table: Listing of Specific Amendments in the Proposed 2023 Retention Schedule			
Records Series	Existing Retention Period (2019)	Proposed Retention Period	Rationale
Agreements and Contracts	Permanent	T/E +15 years (Archival Selection)	Result of legal review
Budgets & Budget Development	5 years	FY +10 Years	Consistent with other agencies
Committees / Working Groups - Internal	Permanent	CY +4 years (Archival Selection)	Consistent with other agencies
Corporate Policies	Permanent	S/O +15 years (Archival Selection)	Result of legal review
Drinking Waters Supplies	15 years	CY +4 years	Consistent with legislated requirement
Fleet & Equipment Maintance	7 years	T/E +6 years	Result of legal review
Fleet & Equipment Operations & Garage Management	7 years	T/E +6 years	Result of legal review
Fleet & Equipment Ownership	7 years	T/E +6 years	Result of legal review
Freedom of Information Requests	Permanent	T/E +5	Consistent with other agencies
General Correspondence (Planning & Regulations)	10 years	Permanent	Pre 2020 Ontario Regulation 161/06 Letters of Permission are filed within General Correspondence
Hazard Tree Management	7 years	T/E +10 years	Consistent with other agencies
Health & Safety Programs, Plans, and Procedures	Permanent	S/O +10 years	Consistent with other agencies
Health & Safety Training Records	7 years following departure	Retention periods based on specific training types	Result of legal review
Incident Reports	Permanent	T/E +15 years	Result of legal review
Insurance Claims	Permanent	T/E +15 years	Result of legal review
IT Firmware (Devices & Hardware) Warranties	Until expired	S/O +1 year	Consistent with other agencies
Job Descriptions	Permanent	S/O +11 years	Consistent with other agencies
Job Evaluations	Permanent	S/O +11 years (Archival Selection)	Consistent with other agencies
Legal Matters	Permanent	T/E +15 years (*Legal Opinions: S/O - Archival Selection)	Result of legal review
Ministry of Labour Orders	7 years	T/E +15 years	In Consultation with MOLITSD, Consistent with Incident Reporting and Legal Matters
Permits (Conservation Lands Access and Activities)	1 year	T/E +5 years	Consistent with other agencies
Personnel Files	Permanent	T/E +50 years	Consistent with other agencies
Program Registrations	7 years	CY +1 year	Best Practice to meet MFIPPA requirements
Records of Employment	7 years	Permament	Consistent with legislated requirement
Reserve Funds	Permanent	S/O +7 (Archival)	Consistent with other agencies
Section 29 Enforcement	7 years	Permanent	Consistent with other agencies
Software	Until expired	S/O +1 year (Archival Selection)	Consistent with other agencies
Source Protection Planning Subcommittee Meeting Minutes	Permanent	15 years (Archival Selection)	Consistent with legislated requirement
WSIB Administration	Permanent	T/E +50 years	Consistent with other agencies

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Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

**RECOMMENDED AND
PREPARED BY:** Jaime Tellier, Corporate Administrative / Records
Management Coordinator

MEETING DATE: November 23, 2023

RE: Records and Digital Initiatives Project Manager Priorities
for 2024 - 2025

STAFF RECOMMENDATION

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the 2024 and 2025 priorities for the Records and Digital Initiatives Project Manager, as outlined in this report, be approved.

BACKGROUND & PURPOSE

Over the past number of years, Hamilton Conservation Authority (HCA) has undertaken steps to modernize its records management program, including development of a records management policy and procedures. A records retention schedule to implement the policy, and file classification scheme to organize electronic records accordingly have been developed and are being brought forward concurrently with this report.

As HCA transitions to increasingly digital methods of creating, transmitting, retaining, and disposing of records, a focus on digital initiatives related to records management is a next logical step in HCA's growing records and information management systems.

HCA is committed to staying at the forefront of technological innovation initiatives to modernize our records and information management systems, and ensuring that our data and documentation are accessible and efficiently managed.

As outlined in our 2024 operating budget, a 2-year secondment position for a Records and Digital Initiatives Project Manager (Project Manager) has been created to streamline our operations and improve our service delivery.

The purpose of this report is to outline and request approval for the initiatives that will be the focus of this secondment over the next two years.

STAFF COMMENT

The key priorities for the Records and Digital Initiatives Project Manager for 2024 and 2025 are as follows:

1. Implementation of the updated Records Retention Schedule
2. Continuation of the Library and Archive Revitalization Project
3. Procurement and launch of a Content Management System / E-permitting for Planning and Permits
4. Leverage existing software to improve electronic workflows and approvals for Finance business processes
5. Initiate an Open Data Portal for HCA

Records Retention Schedule Implementation

Proper and consistent implementation of the Records Retention Schedule is required for HCA to comply with our Records Management Policy. The Project Manager will develop and deliver a department-level training series, providing detailed instruction on records series and retention periods relevant to each department's activities, and on new records transfer and disposition procedures. The Project Manager will assist staff with identifying and preparing legacy records for disposition, bringing HCA up to date with the new records retention schedule. This training will prepare staff for regular annual implementation of the records retention schedule moving forward.

Library and Archive Revitalization Project

In 2023, the Board of Directors approved funding for a Records and Archive Assistant to assist with formalizing and expanding HCA's existing internal archive to address records of archival significance for the entire organization. At the time, it was noted that HCA has a significant amount of legacy records that have not been evaluated against any retention criteria and were not organized in such a way as to be readily useable by staff. The Project Manager will continue to supervise and work on the evaluation and preparation of legacy records for archiving, re-homing to departmental files, or destruction. The second year of this project will continue to focus on paper legacy records, and will expand to focus on digital records, particularly photographs, videos, and other digital files and formats, most notably promotional materials produced by the Marketing & Communications department.

Implementation of the Records Retention Schedule, as described in the section above, will ensure the regular transfer of current records to the archive through integration with the corporate records management program, preserving corporate history and preventing a future accumulation of unsorted legacy records. The Project Manager will develop protocols and deliver staff training to facilitate the regular transfer, receipt and accessioning of materials into the archive on an ongoing basis.

In addition, the contents of the engineering reference will be reviewed and evaluated, and its index updated to document disposal of obsolete materials and ensure all current holdings are accounted for.

Content Management System / E-permitting

Electronic records management software is designed to help companies improve business practices and achieve and demonstrate regulatory compliance.

A Content Management System (CMS) is software that has tools and methods to capture, manage, store, preserve, and deliver all forms of content (not just documents and records) across an entire organization. HCA is currently reviewing a CMS that was developed by the Central Lake Ontario Conservation Authority and has been adopted by a number of other Conservation Authorities.

The first business process of focus for the CMS will be Planning and Permit Application Review to streamline electronic workflows and facilitate electronic permit application submissions and permit generation.

Electronic Workflows and Approvals

The Project Manager will coordinate efforts to maximize the functionality and features within existing software to improve access, storage, and find workflow efficiencies for approval processes for Accounts Payable, Accounts Receivable, Electronic Funds Transfers, and Purchase Orders. Expansion of the above-mentioned Content Management System, to be piloted for Planning and Permit processes, will be considered to further improve records management and workflows for financial processes.

Transition to increasing electronic workflows and approvals will require development and approval of an electronic signatures policy and investigation and deployment of an electronic signing application that ensures trusted and secure electronic signatures to preserve the validity of business processes. The Project Manager will be responsible for these tasks.

Open Data

‘Open Data’ is data and information that is free to access, use and share, generally through an open licence and with limited restrictions. It is an increasingly common practice among Conservation Authorities, and across the public sector more generally,

to provide free public access to the data and information we produce, store, manage and/or maintain.

Moving toward an Open Data system would modernize HCA's approach to how data is managed and provided to the public, and would align HCA with other Conservation Authority and public agency data and information management practices. Some of the benefits that have been identified as being associated with an open data policy include increased transparency and accountability, promoting equality, engaging the public, and supporting research and innovation. An Open Data Portal would also result in some time savings and efficiencies for the staff who are responsible for responding to data requests.

The Project Manager will investigate the technical requirements for implementing open data and will bring forward a detailed report on the process and proposed data to be shared to a future Budget & Administration Committee meeting for recommendation to the Board of Directors.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- **Strategic Priority Area – Organizational Excellence**
 - Initiative – Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery.

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

Funding for the seconded position to undertake the above-mentioned records and digital initiatives has been included in the draft 2024 operating budget that was approved by the Board of Directors at the October 5, 2023 meeting.

Costs related to new information systems will be accommodated through the 2024 and 2025 corporate support budgets and any additional requirements will be brought to the Board for utilization of the IT and Records reserve.

CONCLUSIONS

The proposed priorities for the 2-year seconded position for the Records and Digital Initiatives Project Manager demonstrates our commitment to staying at the forefront of technological innovation. The work will expand and modernize HCA's records and information management systems and will be integral in achieving our enhanced service delivery goals.

Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Nancy Watts, Director of Human Resources & Wellness

MEETING DATE: November 23, 2023

RE: 2024 Mileage Reimbursement Rate

STAFF RECOMMENDATION

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT this report be received for information; and further

THAT the HCA mileage reimbursement rate be increased to .61 cents per kilometre effective January 1, 2024.

BACKGROUND & PURPOSE

The Budget & Administration Committee undertakes an annual review of mileage with any change effective January 1. As recommended by B&A and approved by the Board, the rate of mileage compensation shall be subject to an annual adjustment taking into account the year-over-year change in the Consumer Price Index for Private Transportation in Ontario and mileage rates from area conservation authorities to ensure our rate does not fall below the average.

The purpose of this report to provide B&A with the results of the staff review and recommendation on the for the 2024 mileage rate.

STAFF COMMENT

HCA's mileage reimbursement rate is 58 cents per kilometre for 2023.

Consumer Price Index (CPI)

The September 2023 year over year CPI for Private Transportation in Ontario did increase by 3% from September of last year, mainly due to the increase in gas prices.

Area Conservation Authority Mileage Rates

The table below shows a summary of mileage rates from area conservation authorities:

<u>Conservation Authority</u>	<u>Rate – cents per km</u>
Upper Thames	.61
Ganaraska	.61
Grand River	.61
Niagara	.61
Halton	.61
Average	.61

Based on the above information, increasing the mileage rate at .61 cents per km is recommended for 2024 as the CPI Private Transportation Index has increase by 3% and to meet the average with other area Conservation Authorities.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- Strategic Priority Area - Organization Excellence
 - Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

Using past average mileage reimbursement figures, the three cent increase would increase annual mileage costs by approximately \$2,000 and can be accommodated within 2024 budget allocations.

CONCLUSIONS

Given that there has been an increase in the private transportation CPI and also, that HCA is lagging behind the average area Conservation Authorities reimbursement rate, it is therefore recommended that the 2023 mileage rate of 58 cents per kilometre be increased to .61 cents per km for 2024.