

The Corporation of the Town of Ajax  
**GENERAL GOVERNMENT COMMITTEE**



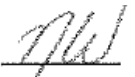
Thursday, November 19, 2015

**In-Camera at 12:30 p.m.**

**Open Meeting at 2:00 p.m.**

River Plate Room, Town Hall

65 Harwood Avenue South

Confirmed by: 

## **AGENDA**

**Alternative formats available upon request by contacting:**  
[accessibility@ajax.ca](mailto:accessibility@ajax.ca) or 905-619-2529 ext. 3347

Anything in **blue** denotes an attachment/link. By clicking the links on the agenda page, you can jump directly to that section of the agenda. To manoeuvre back to the agenda page use the **Ctrl + Home** keys simultaneously **OR** use the “Bookmark” icon to the left of your screen to navigate from one report to the next

**M. Crawford, Chair**

### **Open Meeting**

- 1. Call To Order**
- 2. Disclosure of Pecuniary Interest**

### **In-Camera**

- 3. Authority to Hold a Closed Meeting and Related In-Camera Session**
  - *A matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board [Sec. 239 (2)(e), Municipal Act, 2001, as amended]*
  - *A matter pertaining to the proposed or pending acquisition or disposition of land by the municipality or local board [Sec. 239 (2)(c), Municipal Act, 2001, as amended]*
  - *A matter pertaining to labour relations or employee negotiations [Sec. 239 (2)(d), Municipal Act, 2001, as amended]*
- 3.1 North Harwood Property Disposal**
- 3.2 2015 Real Estate Update**
- 3.3 Confidential Legal Property Matter**
- 3.4 Confidential Labour Negotiations**

**4. Consent Agenda** – *Considered to be routine, these items may be approved by one motion. Items may be separated and referred to the Discussion Agenda*

- 4.1 **Tax Section Status Report**, S. Strain, Director of Finance/Treasurer / T. Simkin, Manager of Taxation ..... 3
- 4.2 **Records Retention Schedule By-law Amendment**, M. de Rond, Director of Legislative & Information Services/ Clerk / B. Kriz, Records Manager / FOI Coordinator ..... 5

**5. Discussion**

None

**6. Presentations**

- 6.1 **LeMine Investment Group  
Updated Grand Harwood Place Submission  
Site Plan Application SP2/14**, P. Allore, Director of Planning & Development Services / G. Romanowski, Development Approvals Coordinator ..... 29

**7. Adjournment**

# **TOWN OF AJAX REPORT**



**REPORT TO:** General Government Committee

**SUBMITTED BY:** Sheila Strain, CPA, CGA  
Director of Finance/Treasurer

**PREPARED BY:** Terry Simkin  
Manager of Taxation

**SUBJECT:** **Tax Section Status Report**

**WARD(S):** All

**DATE OF MEETING:** November 19, 2015

**REFERENCE:**

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## **RECOMMENDATION:**

**That the Tax Section Status report be received for information.**

## **BACKGROUND:**

To keep Council informed about significant issues affecting the Tax Section including tax collection issues, statistics and delegated authority reporting. The Tax Section Status report is presented to the General Government Committee at various times throughout the year.

## **DISCUSSION:**

### 2015 Taxes Collected

As at September 30, 2015, 87.8% (\$190,314,280) of the taxes billed for 2015 have been collected which is consistent with taxes collected in the previous year (2014).

### Prior Years Tax Arrears

Collection efforts continue to prove successful. Most taxpayers in arrears have a monthly payment arrangement to pay down their outstanding taxes. We are making every effort to assist taxpayers in paying their arrears in full and will continue to work with them to keep their taxes current.

	As at September 30, 2015	As at September 30, 2014
2014	715	N/A
2013	113	906
2012	9	136
2011	0	7
Total	837	1,049

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Prior Years Tax Arrears (cont'd)

Unfortunately, we are not always able to enter into mutually agreeable payment arrangements, which may result in a property being registered for tax sale. Since January 1, 2015 we have registered 29 properties for tax sale. As at September 30, 2015, only 8 remain with 21 accounts paid in full.

Pre-Authorized Payment

The 5 Pre-Authorized payment plans we offer continue to be a very popular choice amongst taxpayers. Currently, there are 9,076 accounts enrolled, which is a 4.62% increase over 2014. Staff's encouragement at the counter and by phone, have proven to be very successful as the enrollment continues to climb.

Delegated Authority Reporting

By-law 43-2010, delegated authority to staff under Sections 354, 356, 357, 358 and 359 of the *Municipal Act, 2001*, as amended. Included in this By-law were provisions to report to Council on any adjustments completed.

Section 357 (1) of the Municipal Act provides for the adjustment, refund or cancellation of taxes for a number of reasons (eg. Property became exempt). The section 357 tax adjustments from January 1 to September 30, 2015, excluding penalty/interest are as detailed below:

Town	\$ 53,569.79
Region	\$ 100,466.99
School Boards	\$ 56,507.18
Total	<b>\$ 210,543.96</b>

**CONCLUSION:**

The next Tax Section Status report is scheduled to be presented to General Government Committee in March 2016.

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Terry Simkin  
Manager of Taxation

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Sheila Strain, CPA, CGA  
Director of Finance/Treasurer

## **TOWN OF AJAX REPORT**



**REPORT TO:** General Government Committee

**SUBMITTED BY:** Martin de Rond, Director of Legislative and Information Services

**PREPARED BY:** Brenda Kriz, Records Manager/FOI Coordinator

**SUBJECT:** **Records Retention Schedule By-law Amendment**

**WARD(S):** N/A

**DATE OF MEETING:** November 19, 2015

**REFERENCE:** By-law 54-2013, Records Retention Schedule By-law

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### **RECOMMENDATION:**

1. That Appendix "A" included with this report, being a summary of the proposed amendments to the retention of records be approved; and,
2. That Records Retention Schedule By-law 49-2011 and Schedule "A" be repealed in its entirety and replaced with the draft by-law appended to this report; and,
3. That upon Council endorsement, a copy of the by-law be forwarded to the Town Auditor for review and approval.

### **BACKGROUND:**

Statutes such as the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, require the Town to know where its information is, and how to retrieve it. At the core of the Town's records management program is the Records Retention Schedule Bylaw, which establishes the classification system for Town records, as well as retention periods for all corporate information. The Town's Records Management Program has expanded dramatically in scope to cover all electronic information created and received by the Town, in addition to the traditional paper records management program.

The Retention Schedule By-law is reviewed on an annual basis and amended, where necessary, to ensure compliance with best practices as well as changing legislative requirements. Compliance with the Town's Records Retention By-law ensures that corporate information is retained for the full length of time that is legally or administratively required, but is not kept beyond its useful life, and does not become a liability to the Town.

**DISCUSSION:**

Changes to legislation and to corporate business and information practices, identified during the comprehensive review of the current retention schedule, determined that the addition of several new classifications along with amendments to some existing retention periods were required to ensure our information is retained and managed effectively. Appendix "A" attached to this report provides a summary of these changes.

**FINANCIAL IMPLICATIONS:**

As per section 255(3) of the *Municipal Act*, the municipality is required to have the Retention Schedule By-law approved by the municipal auditor. This cost is part of our contractual agreement with the municipal auditors.

**COMMUNICATION ISSUES:**

There is regular consultation between the Records Manager and department RIM Liaisons in order to ensure that corporate records are managed appropriately. The Retention Schedule By-law amendments were fully vetted and approved by each of the Records Liaisons as well as the respective Management Staff.

**CONCLUSION:**

It is in the best interest of the Town to ensure that corporate records are maintained in accordance to current legislative requirements. It is also important that records of historical value are properly conserved. This is accomplished through the Town's existing Corporate Records Management Program and by compliance with a well defined records retention schedule.

**ATTACHMENTS:**

ATT-1: Appendix "A" – Summary of Changes to By-law 54-2013

ATT-2: Draft Records Retention Schedule By-law \*\*-2015 and Schedule "A"

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Brenda Kriz, Records Manager/FOI Coordinator

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Martin de Rond, Director of Legislative and Information Services / Town Clerk

# **THE CORPORATION OF THE TOWN OF AJAX**

## **BY-LAW NUMBER \*\*-2015**

A By-law to Establish a Schedule of Retention Periods for Documents,  
Records and all Other Recorded Information, of the Town of Ajax

Whereas the Municipal Act R.S.O. 2001, Chap. M.25, Sections 255(1), 225(2) and 225(3) provide that a municipality or a local board thereof, as defined in the Municipal Act, shall not destroy any receipts, vouchers, instruments, rolls or other documents, records and papers, except in accordance with a By-law passed by the Municipality and approved by the Municipal Auditor establishing schedule(s) of retention periods during which the documents, records and all other recorded information must be kept by the Municipality or local board, and said documents may be destroyed at any time if the original thereof is subject to a retention period within the schedule established by the By-Law.

NOW THEREFORE the Council of the Corporation of the Town of Ajax enacts as follows:

1. For the purpose of this By-Law:

A "Record" shall be defined as being the compilation of recorded information of any kind, and in any medium. This includes, but is not limited to, paper, drawings, plans, maps, diagrams, pictorial or graphic work, photographs, film, microfiche or electronic records.

CY – represent "Current Year". Current year is the year in which the file, record or document was created.

S - represents "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.

T - represents "Termination". A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way. For example, an employee file is terminated when an employee leaves the organization, etc. An insurance policy file is terminated upon expiry of the policy.

P - represents "Permanent". A file with this retention limit is kept for the life of the corporation.

\*\* - represents "Subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their corporate information values have been exceeded. These records may set aside for review and culling by an archivist prior to their destruction and selected for archival retention. These records will never be destroyed.

File Copy Retention - Records of any subject of which copies are retained by other departments, have a total maximum copy retention limit of no greater than the "Active Retention" value or a total minimum copy retention limit of no less than "CY+1".

2. Retention periods for all records as set out in Schedule A, attached hereto and forming part of this By-law, are hereby established.

3. Upon the Clerk or his/her designate satisfying him/herself that the relevant retention period established by the By-law has expired and that no reason exists for further retention, the said Clerk or his/her designate may then order any record to be destroyed, or to be set aside for permanent retention in an archival facility designated by the Clerk or his/her designate.

4. For the purpose of the By-law and the Schedule attached hereto, "year" shall mean a full calendar year commencing on January 1 and terminating on December 31.

5. This By-Law comes into force on the day it receives the approval of the Municipal Auditor.
6. By-Law number 53-2013, being the same is hereby repealed.

READ a first and second time this

READ a third time and passed this

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
D-Clerk

\_\_\_\_\_  
Municipal Auditor



# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
A00.	Administration - General		CY+1	CY+1	Yes	No
A01.	Associations and Organizations		CY+1	CY+1	Yes	No
A02.	Staff Committees and Meetings		CY+1	CY+4 **	No	Yes
A03.	Computer / Information Systems	Information Technology	T+1	T+6	No	Yes
A04.	Conferences and Seminars		CY+1	CY+1 ** Only those sponsored by the municipality are subject to archival review.	Yes	No
A05.	Consultants		CY+2	CY+2 **	No	No
A06.	Inventory Control		CY+1	CY+6	No	No
A07.	Office Equipment and Furniture		T+1 T = Disposal of Item	T+1	No	No
A08.	Office Services		CY+1	CY+1	No	No
A09.	Policies and Procedures		S	P	Yes	Yes
A10.	Records Management	Legislative and Information Services	CY+2	CY+6 **	No	No
A11.	Records Disposition	Legislative and Information Services	CY+2	P	Yes	Yes
A12.	Telecommunications Systems		T+1 T = Disposal or replacement of item(s)	T+2	No	No

Legend: CY = Current Year    T = Termination of Contract, Project or Issue    P = Permanent    S = Superseded  
\* = Subject to Archival Selection

# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
A13.	Travel and Accommodation		CY+1	CY+1	Yes	No
A14.	Uniforms and Clothing		CY+2	CY+3	No	No
A15.	Vendors and Suppliers		CY+2	CY+2	Yes	No
A16.	Intergovernmental Relations		CY+1	CY+5 **	No	No
A17.	Accessiblity of Records (FOI)	Legislative and Information Services	CY+2	CY+2	No	No
A18.	Security	Administration - Operations	CY+2	CY+5	No	No
A19.	Facilities Construction and Renovation		T+1	T+6 **	No	Yes
				T = Completion of Project Specifications subject to archival selection		
A20.	Building and Property Maintenance	Administration - Operations	CY+2	CY+5	No	No
A21.	Facilities, Parks and Sports Field Bookings		CY+1	CY+4	No	No
A22.	Computer Hardware	Information Technology	T+1	T+11	No	No
A23.	Computer Software	Information Technology	T+1	T+11	No	No
A24.	Customer Services	Legislative and Information Services	CY+2	CY+4 **	No	No
A25.	Internet / Intranet Services	Information Technology	T+1	T+6	No	Yes

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
A26.	Accessibility		CY+2	CY+5	No	No
C00.	Council and By-laws - General		CY+1	CY+1	No	No
C01.	By-laws	Legislative and Information Services	P File copy retention S	P	Yes	Yes
C02.	By-laws - Other Municipalities	Legislative and Information Services	CY+2	CY+2	Yes	No
C03.	Council Meeting Management Materials	Legislative and Information Services	CY+2 In-camera agendas are excluded from routine disclosure	CY+2	Yes	No
C04.	Council Minutes and Agendas	Legislative and Information Services	CY+2 In-camera minutes are excluded from routine disclosure	P	Yes	Yes
C05.	Council Committee Meeting Management Materials	Legislative and Information Services	CY+2 In-camera agendas are excluded from routine disclosure	CY+2	Yes	No
C06.	Council Committee Minutes and Agendas	Legislative and Information Services	CY+2 In-camera minutes are excluded from routine disclosure	P	Yes	Yes
C07.	Elections	Legislative and Information Services	CY+1 Ballots are kept for 90 days after certification of election results. One official copy of the List of Electors, election results and information on ward boundaries are subject to archival selection.	CY+4 **	No	Yes
C08.	Goals, Objectives and Strategies		S	S **	No	Yes
C09.	Motions and Resolutions	Legislative and Information Services	P Copy retention is 1 year In-camera motions and resolutions are excluded from routine disclosure	P	Yes	Yes
C10.	Committees, Boards and Commissions	Legislative and Information Services	CY+2	CY+6	Yes	Yes

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
C11.	Motions and Resolutions - Other Municipalities	Legislative and Information Services	CY+2	CY+2	Yes	No
C12.	Reports to Council	Legislative and Information Services	CY+1	P	Yes	Yes
T = Completion of project / closure of issue In-camera reports are excluded from routine disclosure						
C13.	Reports to General Government Committee	Legislative and Information Services	CY+1	P	Yes	Yes
T = Completion of project / closure of issue In-camera reports are excluded from routine disclosure						
C14.	Reports to Community Affairs and Planning Committee	Legislative and Information Services	CY+1	P	Yes	Yes
T = Completion of project / closure of issue In-camera reports are excluded from routine disclosure						
C15.	Appointments to Committees, Boards and Commissions	Legislative and Information Services	CY+1	P	Yes	No
C16.	Accountability, Transparency and Governance	Legislative and Information Services	CY+2	CY+7 **	No	No
D00.	Development and Planning - General		CY+1	CY+1	No	No
D01.	Demographics	Planning Department	CY+5	CY+10 **	Yes	Yes
D02.	Economic Development	Economic Development Section	CY+5	CY+10 **	No	Yes
D03.	Environment Planning	Planning Department	CY+5	CY+70 **	No	Yes
D04.	Housing Statistics and Reports	Planning Department	CY+5	CY+70 **	No	Yes
D05.	Natural Resources	Planning Department	CY+5	CY+10 **	Yes	No
D06.	Tourism	Economic Development Section	CY+5	CY+10 **	Yes	Yes

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
D07.	Plans of Condominium	Planning Department	CY+5	P	No	Yes
D08.	Regional Official Plans	Planning Department	T+2 Copy retention is S	P	Yes	Yes
D09.	Regional Official Plan Amendments	Planning Department	T+1 T = Final Decision	P	No	Yes
D10.	Severances	Planning Department	T+2	P	No	Yes
D11.	Site Plan Control	Planning Department	CY+5	P	No	Yes
D12.	Plans of Subdivision	Planning Department	CY+5 LIS Department - Responsible for the original subdivision agreement Planning Department - Responsible for all other documentation Application = 2 years after final decision	P	No	Yes
D13.	Variances	Planning Department	T+2 T = Final Decision from Committee of Adjustment signifies file is closed	P	No	Yes
D14.	Zoning	Planning Department	T+2 LIS Department - Responsible for the by-laws and final decision of OMB where applicable) Planning Department - Responsible for all other documentation T = Final decision	P	No	Yes
D15.	Easements	Legislative and Information Services	T+1 T = Termination of right	T+6 **	No	Yes
D16.	Encroachments	Legislative and Information Services	T+1 T = Termination of right	T+6 **	No	Yes
D17.	Annexation / Amalgamation	Legislative and Information Services	CY+1	P	No	Yes
D18.	Community Improvement Plans	Planning Department	T+1 T = Completion of project	T+10	No	Yes

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
D19.	Commercial / Industrial Plans	Planning Department	CY+5	P	No	Yes
D20.	Ajax Official Plans	Planning Department	CY+5	P	Yes	Yes
D21.	Ajax Official Plan Amendments	Planning Department	T+1 T = Final decision	P	No	Yes
D22.	Community Plans	Planning Department	T+1 T = Final decision	P	No	Yes
D23.	Development and Planning Studies - General	Planning Department	CY+5	P	No	No
D24.	Municipal Addressing	Planning Department	CY+1	CY+11 **	Yes	Yes
D25.	Reference and Monument Plans	Planning Department	CY+5	P	No	Yes
D26.	Building Clearances	Building Approvals Section	CY+5	CY+10	No	Yes
D27.	Residential Projects	Planning Department	CY+5 Application - 2 years after final decision	P	No	Yes
D28.	Benchmarks	Engineering Section	P File Copy Retention - 1 year	P	No	Yes
D29.	Aerial Maps	Economic Development Section	S	P	Yes	Yes
D30.	Aerial Photographs	Economic Development Section	S	P	Yes	Yes
D31.	Compliance Letters	Planning Department	CY+5	CY+10	No	No

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# SCHEDULE "A" TO BY-LAW \*\*-2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
D32.	Streetscapes	Design Services	CY+3	CY+10 **	No	No
D33.	Engineering Drawings	Engineering Section	CY+1	P	No	Yes
D34.	Pre-Consultation	Planning Department	CY+5	P	No	No
D35.	Digital Mapping	Information Technology	CY+2	CY+5** **	No	Yes
D36.	External Initiatives	Planning Department	T+10	P	No	No
E00.	Environmental Services - General		CY+1	CY+1	No	No
E01.	Sanitary Sewers	Engineering Section	CY+2 Specifications = P	CY+5 **	Yes	Yes
E02.	Storm Sewers	Engineering Section	CY+2 Specifications = P	CY+5 **	Yes	Yes
E03.	Treatment Plants	Engineering Section	CY+2 Specifications = P	CY+5 **	Yes	No
E04.	Trees and Urban Forests	Administration - Operations	T+1 T = Closure of File	T+5	Yes	No
E05.	Water Monitoring and Sampling		CY+2	CY+15	No	Yes
E06.	Utilities	Engineering Section	CY+2	CY+5** **	Yes	No
E07.	Waste Management	Administration - Operations	CY+2	CY+10 **	Yes	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
E08.	Water Works	Engineering Section	CY+2	CY+15 **	Yes	Yes
			Specifications subject to archival selection			
E09.	Drains	Engineering Section	T+1	T+1 **	Yes	Yes
			Specifications = P			
E10.	Parks Management	Administration - Operations	CY+2	CY+5 **	Yes	No
E11.	Air Quality Monitoring		T+2	T+40 **	No	No
E12.	Renewable Energy		T+2	T+50	No	No
E13.	Stormwater Management Facilities		T+2	P	No	No
F00.	Finance and Accounting - General		CY+1	CY+1	No	No
F01.	Accounts Payable	Finance Department	CY+1	CY+7	No	No
F02.	Accounts Receivable	Finance Department	CY+1	CY+7	No	No
F03.	Audits	Finance Department	CY+1	CY+6	No	Yes
F04.	Banking	Finance Department	CY+1	CY+6	No	No
F05.	Budgets and Forecasts	Finance Department	CY+1	CY+6 **	No	Yes
F06.	Assets	Finance Department	T+1	T+6 **	No	Yes
			T = Disposal of asset			

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
F07.	Cheques	Finance Department	CY+1	CY+6	No	No
F08.	Long Term Debt	Finance Department	T+1	T+6	No	Yes
T = Debentures surrendered for exchange / cancellation						
F09.	Employee and Council Expenses	Finance Department	CY+1	CY+7	Yes	No
F10.	Financial Statements	Finance Department	CY+2	P	Yes	Yes
F11.	Grants		CY+1	CY+6	No	No
F12.	Investments	Finance Department	T+1	T+6	No	Yes
T = Closure of account						
F13.	Journal Vouchers	Finance Department	CY+1	CY+6	No	Yes
F14.	HST	Finance Department	CY+1	CY+7 **	No	No
F15.	PST	Finance Department	CY+1	CY+7 **	No	No
F16.	Payroll	Payroll Section	CY+1	CY+6	No	No
F17.	Purchase Orders and Requisitions	Purchasing Section	CY+1	CY+6	Yes	No
F18.	Bid Documents	Purchasing Section	CY+1	CY+6 **	No	No
Original bid Documents and submissions of successful bidders pertaining to new or major renovations of municipal buildings are to be kept permanently.						
F19.	Receipts	Finance Department	CY+1	CY+6	Yes	No

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# SCHEDULE "A" TO BY-LAW \*\*-2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
F20.	Reserves and Reserve Funds	Finance Department	CY+1	CY+6	No	No
F21.	Revenues	Finance Department	CY+1	CY+6	No	No
F22.	Tax Records	Tax Section	S	P	No	Yes
			File Copy Retention - 1 year			
F23.	Tax Adjustments and Rebates	Finance Department	CY+1	CY+6	No	No
F24.	Trust Funds	Finance Department	T+1	T+7	No	No
			T = Closure of account			
F25.	Development Securities	Finance Department	T+1	T+6	No	No
			T = Closure of account			
F26.	Public Reporting	Finance Department	CY+1	CY+6	Yes	No
F27.	Taxes Receivable	Tax Section	CY+1	CY+6	No	No
F28.	Account Reconciliations	Finance Department	CY+1	CY+6 **	No	No
F29.	Audit Working Papers	Finance Department	CY+1	CY+7	No	No
H00.	Human Resources - General		CY+1	CY+1	No	No
H01.	Attendance and Scheduling		CY+2	CY+7 **	No	No
H02.	Benefits	HR Services	CY+2	CY+7	No	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
H03.	Employee Records	HR Services	T+1	T+50 **	No	No
T = Termination of employment						
H04.	Health and Safety	HR Services	CY+1	CY+7	No	Yes
H05.	Human Resource Planning	HR Services	CY+5	CY+5 **	No	Yes
H06.	Job Descriptions	HR Services	CY+2	CY+5 **	No	Yes
H07.	Labour Relations	HR Services	T+1	T+10 **	No	Yes
T = Expiry of contract period						
H08.	Organization		S	S	No	Yes
H09.	Salary Planning	HR Services	CY+5	CY+5	No	Yes
H10.	Pension Records	HR Services	T+1	T+6 **	No	No
T = Death of employee / beneficiary Pension plans, annual information returns - P						
H11.	Recruitment	HR Services	CY+2	CY+5 **	No	No
Recruitment files for part-time or seasonal staff will be retained by the originating departments						
H12.	Training and Development	HR Services	CY+2	CY+5 **	Yes	No
Only courses developed and presented by the municipality or municipal staff are subject to archival selection						
H13.	Grievances and Arbitration	HR Services	T+1	T+21** **	No	Yes
H14.	Harassment and Violence	HR Services	T+1	T+21** **	No	No
H15.	Claims	HR Services	T+1	T+3	No	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
I00.	ISO Quality Records - General		CY+1	CY+1	No	No
I01.	External Audit Reports	Legislative and Information Services	CY+1	CY+4	Yes	No
I02.	Internal Audit Reports	Legislative and Information Services	CY+1	CY+4	Yes	No
I03.	Document and Data Control	Legislative and Information Services	S	S+1	Yes	Yes
			S = Amendment or deletion of a standard operating procedure or work instruction			
I04.	Form Control Documents	Legislative and Information Services	S	S+1	Yes	Yes
			S = Amendment or deletion of a form			
I05.	Performance Measurement/Quality Assurance	Legislative and Information Services	CY+3	CY+8	No	No
J00.	Justice - General	By-law Section	CY+2	CY+4	No	No
J01.	Certificates of Offence (Part 1)	By-law Section	CY+3	CY+8	No	No
J02.	Informations Part III	By-law Section	CY+3	CY+8	No	No
J03.	Control Lists	By-law Section	CY+2	CY+4	No	No
J04.	Court Dockets	By-law Section	CY+2	CY+8	No	No
J05.	Transcripts and Records of Court Proceedings	By-law Section	CY+2	CY+8	No	No
J06.	Enforcement and Suspensions	By-law Section	CY+2	CY+8	No	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
J07.	Appeals and Transfers	By-law Section	CY+3	CY+7	No	No
J08.	Statistics	By-law Section	CY+2	CY+8	No	No
J09.	Disclosure	By-law Section	CY+2	CY+8	No	No
L00.	Legal Affairs - General		CY+1	CY+1	No	No
L01.	Appeals and Hearings	Legislative and Information Services	T+1 T = Resolution of appeal	P	No	Yes
L02.	Claims Against the Municipality	Finance Department	T+1 T = Resolution of claim and all appeals	T+6	No	Yes
L03.	Claims by the Municipality	Finance Department	T+1 T = Resolution of claims and all appeals	T+6	No	Yes
L04.	Contract and Agreements - Under Seal	Legislative and Information Services	T+1 T = Termination of agreement	T+21 **	No	Yes
L05.	Insurance Appraisals	Finance Department	T+1	T+15	No	Yes
L06.	Insurance Policies	Finance Department	T+1 T = Expiry of policy	T+15	No	Yes
L07.	Land Agreements, Acquisition and Disposals	Economic Development Section	T+1 T = Property disposition	T+21 **	No	Yes
L08.	Opinions and Briefs	Legislative and Information Services	S	S	No	Yes
L09.	Precedents	Legislative and Information Services	S	S **	No	Yes

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
L10.	Federal Legislation		S	S	Yes	No
L11.	Provincial Legislation		S	S	Yes	No
L12.	Vital Statistics	Legislative and Information Services	CY+2	P	No	Yes
			Marriage licence applications to be kept for 2 years			
L13.	Prosecutions		T+1	T+7	No	Yes
			T = Delivery of judgement			
L14.	Contracts and Agreements - Simple	Legislative and Information Services	T+1	T+6 **	No	Yes
			T = Expiry of contract			
M00.	MEDIA AND PUBLIC RELATIONS - GENERAL		CY+1	CY+1	No	No
M01.	Advertising	Office of the CAO	CY+2	CY+4 **	Yes	No
M02.	Ceremonies and Events		CY+1	CY+5 **	No	No
M03.	Charitable Campaigns, Fundraising and Sponsorship		CY+2	CY+2	No	No
M04.	Complaints, Compliments and Inquiries		CY+1	CY+1 **	No	No
M05.	News Clippings		CY+2	CY+4 **	Yes	No
M06.	News Releases	Office of the CAO	CY+2	CY+4 **	Yes	No
M07.	Publications		S	S **	Yes	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
M08.	Speeches and Presentations		CY+1	CY+3 **	No	No
M09.	Visual Identity and Insignia / Trademarks and Copyrights	Office of the CAO	S	P	No	Yes
M10.	Website, Social Media and On-line Communications	Office of the CAO	CY+2	CY+6	No	No
M11.	Corporate Internal Communications	Office of the CAO	CY+2	CY+4	No	No
P00.	Protection and Enforcement Services - General		CY+1	CY+1	No	No
P01.	Parking Infraction	By-law Section	CY+2	CY+6 **	No	No
P02.	Occurrence Logs/Reports		CY+2	CY+6 ** Permanent retention for documents pertaining to investigations of \$25,000 loss or greater; vandalism of \$25,000 loss or greater; arson of \$100 loss or greater; and any emergency response involving a fatality	No	No
P03.	Emergency Planning	Fire & Emergency Services	S File copy retention - 2 years	S	No	Yes
P04.	Hazardous Materials		T+1	T+5 T+5 years for PCB material storage records after PCB removal from site	Yes	No
P05.	Incident/Accident Reports		T+1	T+4 T = Cause of action or age of majority	No	Yes
P06.	Building and Structural Inspections	Building Approvals Section	T+2	T+5 T+2 for records of inspections, maintenance and testing related to the Fire Code.	No	Yes
P07.	Health Inspections		CY+1	CY+6	No	No
P08.	Investigations		CY+2	CY+10 **	No	Yes

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Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
P09.	Licences	By-law Section	CY+1 T = Expiry of licence	CY+6	No	Yes
P10.	Building Permits	Building Approvals Section	CY+2	P	No	Yes
P11.	Permits, Other		T+1	T+2	No	Yes
P12.	Warrants		T+2 T = Execution of warrant	T+2	No	Yes
P13.	Criminal Records		T+1 T = Occurrence investigation closed or disposition of charge	T+5	No	Yes
P14.	Animal Control	By-law Section	CY+2	CY+6 **	No	No
P15.	Fences	By-law Section	CY+2	CY+6 **	No	No
P16.	Advertising Signs		CY+2	CY+6 **	No	No
P17.	Property Standards	By-law Section	CY+2	CY+6 **	No	Yes
P18.	Community Protection and Education Programs	Fire & Emergency Services	S File copy retention - 1 year	S+2 **	No	No
P19.	Disaster Plan Recovery		S	S	No	Yes
P20.	Building Reports	Building Approvals Section	CY+2 Monthly building reports would be destroyed after five years. Year end reports would be subject to archival selection.	CY+5 **	No	Yes
P21.	Building Studies and Technical Information	Building Approvals Section	S	S	No	Yes

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
P22.	Residential Buildings Drawings	Building Approvals Section	T+1 T = Completion of Permit	T+7	No	Yes
P23.	Commercial, Industrial, Institutional and Assembly Building Drawings	Building Approvals Section	T+1 T = Completion of Permit	T+15 **	No	Yes
R00.	RECREATION AND CULTURE - GENERAL		CY+1	CY+1	No	No
R01.	Heritage Preservation	Planning Department	T+1 Copy retention - 2 years	P	Yes	Yes
R02.	Library Services		CY+2	CY+5	Yes	No
R03.	Museum and Archival Services	Legislative and Information Services	CY+2	P	Yes	Yes
R04.	Parks Planning	Design Services	CY+2	P	No	Yes
R05.	Recreational Facilities	ACC Recreation Services	CY+2	CY+5	No	No
R06.	Recreation, Culture and Library Programming		CY+2	CY+5 **	No	No
R07.	Facility Memberships		CY+1	CY+2	No	No
R08.	Participant Registration Form		CY+1	CY+2	No	No
R09.	Tree, Bench and Table Dedication	Administration - Operations	P	P	No	No
S00.	Social and Health Care Services - General		CY+1	CY+1	No	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
S01.	Children's Day Care Programs		T+2 Fire drills - 2 years Inspection reports - 2 years	T+5	No	No
S02.	Elderly Assistance		CY+2 Fire drills - 2 years	CY+5	No	No
S03.	Homes for the Aged Residents		T+2 T = Date of last entry	T+20	No	Yes
S04.	Social Assistance Programs		T+1	T+5	Yes	Yes
S05.	Welfare Case Records		T+2 T = File closed	T+7	No	No
S06.	Medical Case Records		T+1 T = Discharge of patient	T+6	No	Yes
S07.	Children's Services		CY+2	CY+5	No	No
S08.	Public Health		CY+2	CY+5	Yes	No
S09.	Cemetery Records	Legislative and Information Services	CY+2	P	Yes	Yes
S10.	Day Nursery Case Records		T+2 T = Discharge of child	T+2	No	No
T00.	Transportation Services - General		CY+1	CY+1	No	No
T01.	Illumination	Engineering Section	T+1 T = Completion of project Specifications - P	T+6 **	Yes	No
T02.	Parking		T+1 T = Closure of lot or space	T+6	Yes	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
T03.	Public Transit		T+1	T+6	No	Yes
			T = Closure of route / shelter / stop			
T04.	Construction of Infrastructure Capital Projects	Engineering Section	T+1	P	No	Yes
			T = Completion of project Specifications - P			
T05.	Road Design and Planning	Engineering Section	T+1	P	No	Yes
			T = Completion of project Specification - P			
T06.	Road Maintenance	Administration - Operations	T+1	T+25	No	Yes
			T = Completion of project Specification - P			
T07.	Signs and Signals		T+1	P	Yes	No
			T = Removal of sign / signal			
T08.	Traffic		CY+2	CY+10 **	No	Yes
T09.	Roads and Lanes Closures	Legislative and Information Services	T+2	P	Yes	Yes
			Records pertaining to temporary closures - 2 years			
T10.	Roads and Lanes Dedications	Legislative and Information Services	T+1	P	Yes	Yes
T11.	Trail Maintenance	Administration - Operations	CY+2	P	No	No
V00.	Vehicles and Equipment - General		CY+1	CY+1	No	No
V01.	Fleet Management	Administration - Operations	T+1	T+6	No	No
V02.	Mobile Equipment	Administration - Operations	T+1	T+6	No	No
V03.	Transportable Equipment		T+1	T+6	No	No

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# SCHEDULE "A" TO BY-LAW \*\* -2015

Class Code	Secondary Heading	Office of Original	Active Retention	Total Retention	Routine Disclosure	Vital Record
V04.	Protective Equipment		T+1	T+6	No	Yes

## **TOWN OF AJAX REPORT**



**REPORT TO:** General Government Committee

**SUBMITTED BY:** Paul Allore, MCIP, RPP  
Director, Planning and Development Services

**PREPARED BY:** Geoff Romanowski, MCIP, RPP, CPT  
Development Approvals Coordinator

**SUBJECT:** **LeMine Investment Group  
Updated Grand Harwood Place Submission  
Site Plan Application SP2/14**

**WARD:** 3

**DATE OF MEETING:** November 19, 2015

**REFERENCES:** June 25, 2015 General Government Committee  
October 8, 2015 General Government Committee  
Site Plan Application SP2/14  
Site Plan Amendment Application SPA3/14

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### **RECOMMENDATION:**

- 1. That Site Plan SP2/14, prepared by LeMine Investment Group, be endorsed, and that staff be authorized to grant final site plan approval subject to all drawings including detailed engineering, landscaping, and related details being finalized, including the associated site plan agreement and securities, to the satisfaction of the Town of Ajax.**

#### **1.0 BACKGROUND:**

The purpose of this report is to obtain Council's endorsement of the revised site plan prepared by LeMine Investment Group for the Grand Harwood Place development.

#### **2.0 DISCUSSION:**

The following discussion will only summarize the notable modifications to the Grand Harwood Place site plan application, as the principal aspects of the development, including building height and massing, use breakdown and floor areas, and streetscape elements, such as landscaping, bus and parking lay-bys and cycle infrastructure (cycle track along Harwood Avenue) remain unchanged. This report will also provide an update on the Grand Harwood Place Sales Pavilion.

##### **2.1 Modifications to the Grand Harwood Place Site Plan**

A number of modifications have been made since LeMine Investment Group assumed the Grand Harwood Place project. These include enhancements to the building elevations, improvements to the ground floor layout and appearance, and a redesign of the roof-top amenity area.

*a) Elevations*

The elevations have been modified to improve the symmetry and architectural balance along the four surrounding street frontages, especially along Harwood Avenue South and Street 'A'. The redesign introduces two symmetrical projections around a central entrance/atrium feature. A more prominent podium is proposed that will provide a better distinction between the retail, office and residential components. A building overhang is also proposed at the second floor that will provide pedestrians with weather protection along all street frontages. Other modifications include more glazing and retail entrances at-grade that enhance the overall appearance of the building.

*b) Ground Level Modifications*

Modifications to the ground floor plan allow for better circulation, improved functionality for truck servicing, better pedestrian accessibility, and a more pronounced ground floor presence. Modifications to the ground level include:

- the replacement of a single vehicular access point on the west side of the development with two connected vehicle access points to enable better flow of on-site traffic and a more efficient ground floor layout;
- a 2-storey central public atrium along Harwood Avenue that will connect the north and south towers and provide the entrance for the second floor offices, access to retail spaces, and public washrooms;
- the establishment of a central pedestrian corridor through the development from the proposed atrium on Harwood Avenue South through to Street 'A';
- dedicated and separate entrances for the various uses of the building (office, retail and residential); and
- additional at-grade retail space so that it would surround the entire perimeter of the building (all retail space would be accessible from all streets and the internal surface parking area).

*c) Roof-Top Amenity Areas*

Roof-top amenity areas have been redesigned and relocated above the 4<sup>th</sup> floor of the westerly buildings. These amenity areas include outdoor seating areas, communal barbeque areas, and landscaped areas with trees and gardens. The size and the amenities within the space would remain unchanged.

Relocating the roof-top amenity areas to the west side of the development allows the central parking to be open to the sky. This allows for a better pedestrian route through the site. The roof-top amenity areas will overlook Street 'A'.

**2.2 Grand Harwood Place Sales Pavilion Update**

The sales pavilion is under construction.

The sales pavilion site and the components surrounding the sales pavilion (parking and landscaping) remain unchanged with the exception of the building itself, which will increase in size slightly (by 30 m<sup>2</sup>).

The sales pavilion will provide an open concept floor plan to allow the placement of large illustrations of the future Ajax Downtown. This will include a 6 metre (20 ft.) high vision wall, outside of the sales pavilion, along the south and west edges of the building.



**East (Harwood Avenue) Elevation**  
**(looking southwest)**



**West Elevation**  
**(looking southeast)**

LeMine Investment Group

Updated Grand Harwood Place  
Submission

Date: November 19, 2015

Figure 1

Proposed Elevations

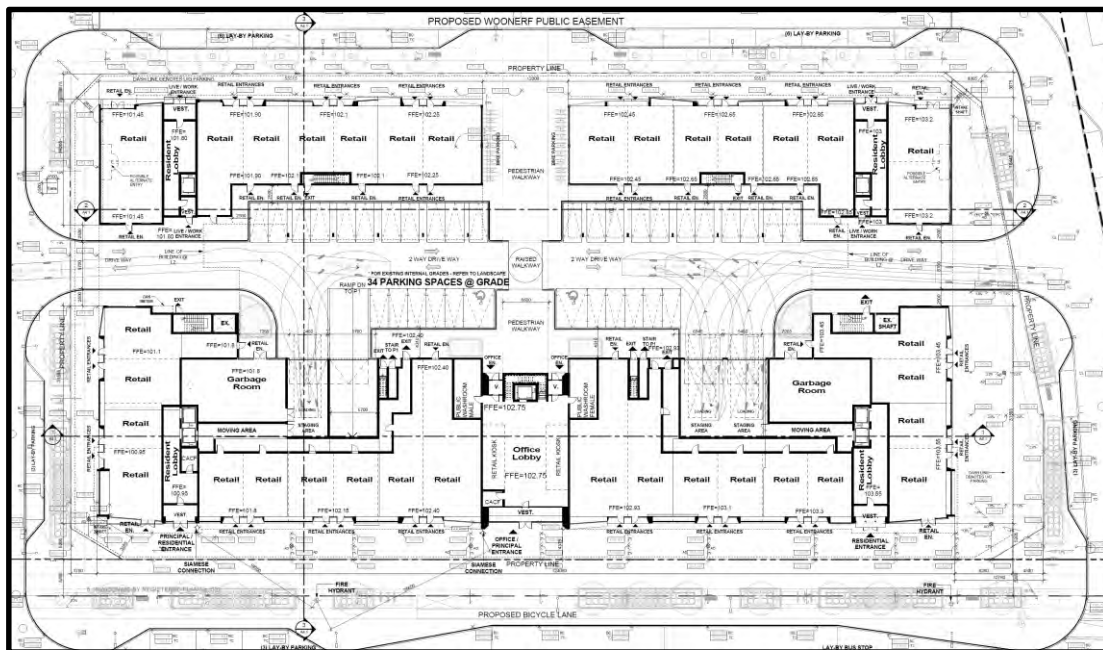
Town of Ajax  
Planning &  
Development  
Services







**At-grade Retail Perspective  
& Floor Plan**



**LeMine Investment Group**

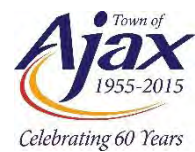
**Updated Grand Harwood Place  
Submission**

**Date: November 19, 2015**

**Figure 2**

**At-grade Retail Perspective &  
Floor Plan**

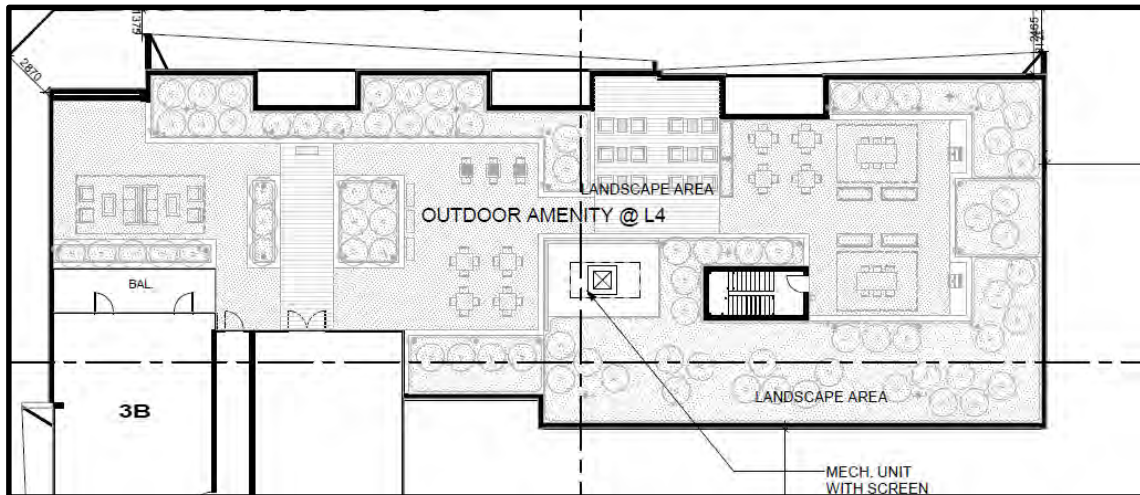
**Town of Ajax  
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Development  
Services**







**Aerial Rendering along Harwood Avenue  
& Plan view of the Roof-top Amenity Area**



LeMine Investment Group

Updated Grand Harwood Place  
Submission

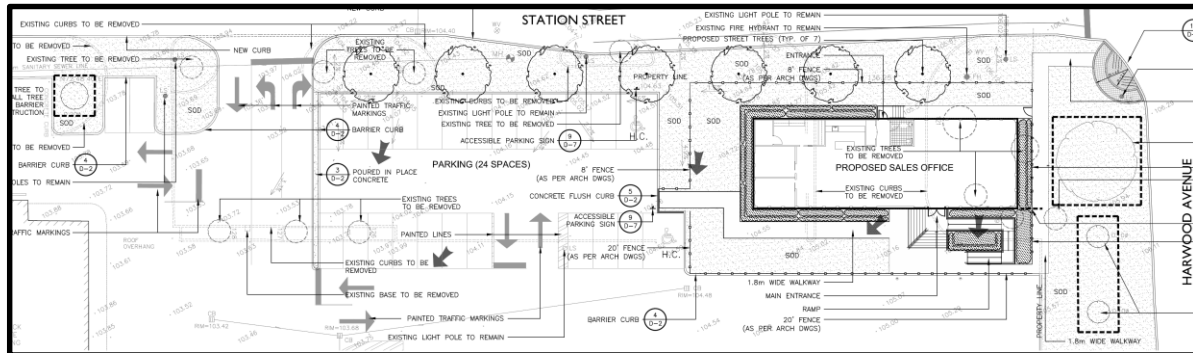
Date: November 19, 2015

**Figure 3**

**Roof-top Amenity Areas**

Town of Ajax  
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Services





**Sale Pavilion Site Plan**



**Sales Pavilion Elevation  
along Station Street**

**LeMine Investment Group**

**Updated Grand Harwood Place  
Submission**

**Date: November 19, 2015**

**Figure 4**

**Proposed Sales Pavilion  
Site Plan & Elevations**

**Town of Ajax  
Planning &  
Development  
Services**



The sales pavilion will be completed by April 15, 2016, consistent with the amended development agreement.

### **3.0 FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of approving the recommendations of this report.

### **4.0 CONCLUSION:**

LeMine has worked to complete the planning components of the project in accordance with the agreed upon terms of the respective agreements. Staff are satisfied that LeMine will be able to meet the December 31, 2015 deadline for site plan approval for the project.

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Geoff Romanowski, MCIP, RPP, CPT  
Development Approvals Coordinator

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Gary Muller, MCIP, RPP  
Manager of Planning

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Paul Allore, MCIP, RPP  
Director, Planning and Development Services