



STAFF REPORT TO COUNCIL

Report No: AD-2021-11

June 23, 2021

From: Sarah Huskinson, Chief Administrative Officer

RE: Records Management Policy

Recommended Motion:

THAT Council of the Township of North Glengarry adopts by-law No. 26-2021 being a by-law to provide for a records management policy and record retention schedule for the Township of North Glengarry; and

THAT by-law 26-2021 be read a first, second, third time and enacted in Open Council this 28th day of June, 2021.

Background / Analysis:

The Township currently has a records retention by-law, dated 2009. The by-law required updating to comply with newer MFIPPA legislation, as well as the schedule needed to be reviewed to ensure the retention periods were still valid.

A new by-law, policy and retention schedule are attached for review. The retention schedule will be reviewed by the auditor, as is required by the Municipal Act. The new policy and retention schedule will be utilized by all staff to ensure records are kept for the required period of time and also that any destroyed documents are documented, once approved for destruction. All records of the municipality are the responsibility of the Clerk's department and as such, the policy will be implemented by the Clerk and Deputy Clerk.

Alternatives:

Recommended: That the Committee of the Whole recommends that Council adopts the record retention by-law and policy.

Not recommended: That the Committee of the Whole does not recommend to Council to adopt the records retention by-law and policy.

Financial Implications:

None.

Attachments & Relevant Legislation:

Municipal Freedom of Information and Protection of Privacy Act, RSO 1990.

Others Consulted:

Lise Lavigne, Deputy Clerk

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk