



Council Report

Meeting date:	July 21, 2020
Title:	West Grey records retention bylaw
Prepared by:	Genevieve Scharback, clerk
Approved by:	Laura Johnston, CAO/deputy clerk

Recommendation

That West Grey council hereby receives the report from Clerk Scharback regarding the West Grey records retention bylaw.

Executive summary

The current records retention bylaw requires updating as it is outdated in some sections due to changes in legislation over time that affect various record retention periods.

Background and discussion

The Municipal Act 2001, as amended, provides that municipal records may be destroyed only if a retention period for the record has been established, and requires that the schedule for record retention periods be approved by the municipal auditor prior to implementation. The Municipal Freedom of Information and Protection of Privacy Act, MFIPPA, also requires municipalities to have a records management system in place that allows public access to information while protecting privacy as well as to provide effective, timely responses to Freedom of Information requests pursuant to the Act.

The Ontario Municipal Records Management System, TOMRMS, is a records management system recently purchased by the Municipality of West Grey that provides a schedule for record retention periods that complies with all current legislative requirements. This schedule shall form the basis of the records retention bylaw.

Records retention bylaws must be approved by the municipal auditor prior to coming into force and as such, the new records retention bylaw is in the bylaw portion of the agenda for first and second reading only. Following first and second reading by council this bylaw will be provided to the municipal auditor for approval, then brought back to council for a third and final reading at a future council meeting, after which it will be full force and allow staff to proceed with implementing the full TOMRMS record management system.

Legal and legislated requirements

Municipal Act, 2001, as amended
MFIPPA



July 21, 2020 (2)

Financial and resource implications

N/A

Staffing implications

None.

Consultation

N/A

Alignment to strategic vision plan

Pillar: Work together

Goal: Clear communication

Strategy: Improve internal communication

Attachments

N/A

Next steps

1. The bylaw to adopt a record retention schedule is in the bylaw portion of the July 21, 2020 agenda for first and second reading.
2. The bylaw shall be sent to the municipal auditor for approval.
3. Bylaw shall be brought to a future meeting for third and final reading.

Respectfully submitted:

Genevieve Scharback

Clerk