



The Corporation of the Town of Milton

Report To: Council

From: Meaghen Reid, Director, Legislative & Legal Services/Town Clerk

Date: December 18, 2023

Report No: CORS-050-23

Subject: Housekeeping Updates to Records Retention By-Law

Recommendation: **THAT the necessary by-law, included on the December 18, 2023 Council Meeting agenda, be considered for approval.**

EXECUTIVE SUMMARY

The purpose of this report is to provide housekeeping updates to the Town's Records Retention By-law. These updates are required:

- for retention schedules to reflect recent changes to legislation;
- to ensure that Town's by-law aligns with records management practices for paper and digital copies of corporate records.

Staff recommend that Records Retention By-law 107-2019 be repealed and replaced with an updated Records Retention By-law, included within the December 18, 2023 Council Meeting agenda.

REPORT

Discussion

The Municipal Act, S.O. 2001, c. 25, as amended (the Act), requires local municipalities to retain and preserve records in a secure and accessible manner and grants municipalities the authority to establish records retention by-laws to govern their official records.

In 2019, Council adopted Record Retention By-law 107-2019, which was completed in accordance with applicable municipal legislation. Since that time, Town staff have reviewed this by-law and retention schedules. Staff have identified areas which require minor updates to reflect recent changes to legislation, current department procedures and records management best practices.

The following changes are incorporated within the proposed, updated Records Retention By-law:

- Incorporating record retentions based on the changes to Part VI.1 of the *Municipal Act, 2001*
- Updating the retention schedule for certain record classifications, as required by legislation, department procedures and best practices.



Discussion

Staff are recommending that an updated Records Retention By-law be approved to ensure that the current by-law incorporates business activities and that the Town continues to meet its requirements under the Municipal Act and other related legislation, such as the Municipal Freedom of Information and the Protection of Privacy Act (MFIPPA).

Financial Impact

Costs related to the access, management and retention of corporate records are budgeted within operating budgets for the Legislative and Legal Services Division.

Respectfully submitted,

Meaghen Reid
Director, Legislative & Legal Services/Town Clerk

For questions, please contact: Liz Harrison, Information Phone: Ext. 2112
 Governance and Records
 Manager

Attachments

n/a

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.