

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: AMY LECLERC, CLERK/REVENUE SERVICES CLERK**

**TITLE: RECORDS RETENTION POLICY**

22-17 Draft By-Law                      \_\_\_\_\_ Item                      \_\_\_\_\_ Policy Recommendation

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**Mayor D. Backer and Members of Council:**

At the Regular Meeting of Council on Monday, May 9<sup>th</sup>, 2022 Council was provided Report #7.1, Records Retention Policy for review and comments.

This policy is being updated as the current Records Retention Policy was adopted in 1984 and there has since been legislative changes made to all records retention rules. Staff has reviewed the policy and provided Council with an updated schedule that the Clerk will review once a year for updated changes.

Council was requested to reach out to staff with their comments and none were received.

For these reasons the following is recommended:

**Recommendation:**

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopt By-Law 22-17 for the implementation of the records retention policy.

Respectfully submitted,

Councillor D. Sarrazin

**THE CORPORATION OF THE TOWN OF MATTAWA  
BY-LAW NO. 22-17**

**BEING** a by-law to establish a Records Retention Policy for the Town of Mattawa.

**WHEREAS** the Municipal Act, S. O. 2001 provides under Section 254 (1) and 255 (2) that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and that a record of a municipality may be destroyed if a retention period for the record has been established under this section.

**AND WHEREAS** the Municipal Act, S. O. 2001 provides under Section 255 (3) that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved.

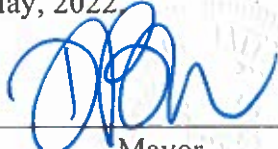
**AND WHEREAS** the Municipal Act, S. O. 2001 provides under Section 23.1 that the municipality may delegate its powers and duties to a person and that the Council of the Corporation of the Town of Mattawa deems it expedient to grant the Clerk delegated authority to update the retention schedule for the records of the Town of Mattawa.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Town of Mattawa enacts as follows:

1. **THAT** the Records Retention Policy identified as Schedule "A", in substantively the same form as that attached hereto which forms an integral part of this by-law, be adopted; and
2. **THAT** the Records Retention Schedule identified as Schedule "B", in substantively the same form as that attached hereto which forms an integral part of this by-law, be adopted and that the Clerk be authorized to amend the Records Retention Schedule annually, as required, only based on updates in legislation only; and
3. **THAT**, notwithstanding Number 2 listed above, any other updates requested to the retention schedule be brought back to Council for approval; and
4. **THAT** By-Law No 84-21 is hereby repealed.

READ A FIRST and SECOND time this 24<sup>th</sup> day of May, 2022.

READ A THIRD time and FINALLY PASSED this 24<sup>th</sup> day of May, 2022.

  
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Mayor

  
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Clerk