



# The Corporation of the Town of Milton

Report To:	Council
From:	Meaghen Reid, Director, Legislative & Legal Services/Deputy Clerk
Date:	November 18, 2019
Report No:	CORS-067-19
Subject:	Repeal and Replace Records Retention By-laws 014-2011, 102-2013 and 114-2015
Recommendation:	<b>THAT the necessary by-law, included on the November 18, 2019 Council Meeting agenda, be considered for approval.</b>

## EXECUTIVE SUMMARY

The purpose of this report is to repeal Records Retention By-laws 014-2011, 102-2013 and 114-2015 and to replace with the updated Records Retention By-law, included within the November 18, 2019 Council Meeting agenda. The new Records Retention By-law has been completed in accordance with legislation and with input from all of the Town's departments.

## REPORT

### Background

- Record Retention Bylaws 014-2011, 102-2013, and 114-2015 have been previously adopted.
- Bill 8 amended the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 (MFIPPA) in 2016 to require local municipalities to take reasonable measures to properly preserve their official records.
- The Town received recommendations from an external consultant to update the Retention Schedule in By-law 102-2013 and 114-2015 to address recent legislative changes and to reflect best practices within the industry.

### 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, a corporate-wide review project was conducted to seek input from all departments to ensure the recommended by-law captures all the possible records based on the Town's current business activities.

