

THE TOWN OF STRATFORD RESOLUTION

AE004-2020 Records Management Bylaw

Motion Carried	✓	Council Chambers	
Motion Lost		Town Hall	
Motion Withdrawn		June 10, 2020	
Committee	Acc	Accountability and Engagement	
Moved by Councillor		Jill Burridge	
Seconded by Councillor		Derek Smith	

WHEREAS Council established a Records Management Policy in 2008 to classify and set retention periods for files; and

WHEREAS Section 117 of the Municipal Government Act requires municipalities to establish a Records Retention and Disposal Schedule and the Records Retention Regulations sets out retention and disposal requirements for certain files; and

WHEREAS a new Records Retention Bylaw was drafted to meet the Act and Regulation requirements and to continue current records management practices and classification to the greatest extent possible.

BE IT RESOLVED that the Records Retention Bylaw, Bylaw # 51, be hereby read and approved a first time.

This resolution bears the recommendation of the Committee of the Whole Council as discussed at a meeting held on June 5, 2020.