

Information Technology Services – Policies for Rescission**Report Purpose**

To provide Council with a report on policies to be rescinded.

Recommendation

THAT the following policies be rescinded:

1. GOV-002-013 Corporate Records and Information Management
2. GOV-002-023 Systems and Data Security

Council History

April 28, 2015 – Council approved:

1. Revised policy GOV-002-021 Mandatory Review of Bylaws and Policies
2. Revised policy GOV-002-031 Municipal Policy Handbook Program

Strategic Plan Priority Areas

Economy: n/a

Governance: Ensuring that policies are updated and relevant is connected to a sound governance process and supports effective decision-making and increases public confidence.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: GOV-002-021 Mandatory Review of Bylaws and Policies require that policies are reviewed on a three-year cycle.

Legislative/Legal: The Municipal Government Act (MGA) s.5 sets out that a municipality has the duties that are imposed on it by enactments and those that the municipality imposes on itself as a matter of policy.

Interdepartmental: The policy review initiative involves all County departments.

Summary

Legislative and Legal Services has been working with all Strathcona County departments to conduct a thorough policy review. The goals of the review include updating policies that are no longer current, identifying potential policy gaps, and eliminating or rescinding policies that are no longer required.

Work on this initiative is progressing and, as part of this work, Administration recommends that the following policies be rescinded:

Policy Name	Reason for Rescinding
GOV-002-013 Corporate Records and Information Management	The MGA section 208(1) delegates the duty to ensure that the records and documents of the municipality are kept safe to Administration.
GOV-002-023 Systems and Data Security	The MGA section 208(1) delegates the duty to ensure that the records and documents of the municipality are kept safe to Administration. Securing our systems through an administrative program is an operational matter.

The policies will be replaced by administrative directives. These directives have been included for information purposes.

Communication Plan

Legislative and Legal Services documents all rescinded policies and works with the various departments to ensure that the Municipal Policy Handbook is updated and that any webpage or external reference to the policy are updated appropriately.

Enclosures

1. GOV-002-013 Corporate Records and Information Management
2. GOV-002-012 Systems and Data Security
3. Information Management Directive
4. Information Security Directive