

Proposal to Repeal and Replace Bylaw 32-2010 with 32-2021 for the purposes of Records Management**Report Purpose**

To seek three readings of Bylaw 32-2021, a bylaw that repeals and replaces Bylaw 32-2010 to address the management of County records.

Recommendation

1. THAT Bylaw 32-2021, a bylaw that repeals and replaces Bylaw 32-2010, be given first reading.
2. THAT Bylaw 32-2021, be given second reading.
3. THAT Bylaw 32-2021, be considered for third reading.
4. THAT Bylaw 32-2021, be given third reading.

Our Prioritized Strategic Goals

Governance Requirement

Report

Pursuant to subsection 214(2) of the Municipal Government Act, a council may pass a bylaw respecting the destruction of other records and documents of the municipality.

Administration believes it would be advisable to enact a bylaw to authorize the Chief Commissioner to determine circumstances when records can be destroyed. This authority will allow for better efficiency of County records management within the organization and is in alignment with the March 23, 2021 adjustments to the Chief Commissioner Bylaw.

The new bylaw will ensure current records management practices are followed and that new technologies used by County staff are in adherence with the proper use, storage and disposition of records. Also, Information Management directives and other policy instruments will be updated and communicated to all departments.

Council and Committee History

March 23, 2021	Bylaw 9-2021, a Bylaw to Amend Bylaw 21-2015, Chief Commissioner Bylaw was given three readings.
June 22, 2010	Bylaw 32-2010 was given three readings.

Other Impacts

Policy: Information Management Directives would be updated to be in alignment with the bylaw.

Legislative/Legal: Pursuant to the Municipal Government Act, the Chief Administrative Office of the municipality must ensure that all records and documents of the Municipality are kept safe; and pursuant to subsection 214 (2) of the Municipal Government Act.

Interdepartmental: ITS and LLS

Master Plan/Framework: n/a

Enclosure

1 Bylaw 32-2021 Records Management