



Staff Report

Administration – Town Clerk

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: September 15, 2025
Report Number: ADM.25.060
Title: Records Retention By-law – Annual Update
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report ADM.25.060, entitled “Records Retention By-law – Annual Update”;

AND THAT Council direct staff to include the attached draft “By-law to Provide a Schedule of Retention Periods for the Records of The Corporation of the Town of The Blue Mountains”, being a By-law to repeal and replace the current Records Retention By-law 2024-82, on the September 29, 2025 Council Agenda, for Council consideration

B. Overview

This report recommends that Council repeal and replace Records Retention By-law 2024-82 with an updated by-law and associated retention schedule, in line with current legislative requirements and best practices in records management.

C. Background

Staff have prepared an updated Records Retention By-law and Retention Schedule to replace the current By-law 2024-82. The revised retention periods are aligned with the Town’s Records and Information Management Policy (POL.COR.22.01) and reflect legislative updates provided by the Town’s contracted information governance consultant.

D. Analysis

On an annual basis, The Information Professionals, provides municipalities that have contracted the service, with an updated retention schedule of the legislation that has impacted the Town’s records. Following receipt of this update, if required, the Records Retention By-law is updated with the new retention periods.

As defined in the *Municipal Act*, the Town is required to preserve its records and may destroy its records following the expiration of a retention period. The relevant portions of section 254 and 255 of the *Municipal Act* are provided below for reference:

Retention of records

254 (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner

Retention periods

255 (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.

Destruction of records

(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,

- (a) the retention period has expired; or
- (b) the record is a copy of the original record.

Retention periods

(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

None

G. Financial Impacts

None

H. In Consultation With

Jennifer Cain-Percy, Records Management Coordinator

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk townclerk@thebluemountains.ca .

J. Attached

1. By-law 2024-82 Being a By-law to Provide a Schedule of Retention Periods for the Records of The Corporation of the Town of The Blue Mountains
2. Records and Information Management Policy, POL.COR.22.01
3. Draft By-law to repeal By-law 2024-82- and replace with a new By-law to Provide a Schedule of Retention Periods for the Records of The Corporation of the Town of The Blue Mountains

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
Corrina Giles, Town Clerk
townclerk@thebluemountains.ca
519-599-3131 extension 232

Report Approval Details

Document Title:	ADM.25.060 Records Retention Bylaw - Annual Update.docx
Attachments:	- Att 2 POL-COR-22-01-Records-and-Information-Management-Policy.pdf - Att 1 2024-82 Schedule of Retention Periods for the Records of The Corporation of The Town of The Blue Mountains.pdf
Final Approval Date:	Sep 9, 2025

This report and all of its attachments were approved and signed as outlined below:

Adam Smith - Sep 9, 2025 - 11:32 AM