

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: April 23, 2018
Subject: Bylaw 2048 – Records and Information Management Program Bylaw update
Recommendation: **THAT Council gives the first three readings of the proposed Records and Information Management Program Bylaw No. 2048; AND instructs Staff to present the Bylaw for final reading at the May 7, 2018 Regular Meeting of Council.**

Background

As part of staff's ongoing review process regarding procedures, policies, and bylaws; it was determined that the Records Retention and Scheduling Bylaw needs to be updated.

The currently active bylaw (Bylaw No. 1662) is from 2001 and was established to include all disposition and retention schedules directly within the bylaw. Several of these timelines are outdated and other items that need to be included are not on the list, while others need to be completely removed.

In discussion with other municipalities, it was determined that the best approach would be at this point to introduce a full Records and Information Management Program and associated Bylaw. This coincides with the overall records and information management review and update that Staff has been working on. Staff is in the progress of finishing up the first phase of the records and information management overhaul and requires having Bylaw 1662 replaced by a modernized bylaw to continue with the process.

As the retention and classification schedules for records continually change and evolve, this modernized bylaw removes the retention and disposition schedules from the actual bylaw but integrates those and more dynamic content into a Records and Information Management Program that will be continually updated as necessary or as legislation and best practices change.

Attached is the proposed modernized Bylaw No. 2048 to authorize the Corporate Officer to implement, review, amend, and maintain the Records and Information Management Program along with its operational procedures, manuals, policies, and other related items for the organization.

April 9, 2018: The COTW reviewed the Bylaw and recommended to present the Bylaw to Council for the first three readings.

Benefits or Impacts

General

Updating outdated bylaws helps reduce risk to the organization and ensures up to date legislation is referred to.

Strategic Impact



Community Engagement

- An effective Records and Information Management program is integral for expedient access to data and records
- Support for access for Freedom of Information requests



Fiscal Responsibility

- Removing often time-consuming searches for documents and records by all of staff will increase productivity throughout the organization

Policy/Legislation

Freedom of Information and Protection of Privacy Act
Community Charter

Attachments

Proposed Bylaw No. 2048

Current Retention and Scheduling Bylaw No. 1662, 2001

Recommendation

THAT Council gives the first three readings of the proposed Records and Information Management Program Bylaw No. 2048; AND instructs Staff to present the Bylaw for final reading at the May 7, 2018 Regular Meeting of Council.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD 2018 - Bylaw 2048 – Records and Information Management Program Bylaw - 3 Readings.docx
Attachments:	- By2048 - Records and Information Management Program Bylaw.docx - By1662-Records Retention.pdf
Final Approval Date:	Apr 11, 2018

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

Diane Heinrich - Apr 11, 2018 - 9:44 AM