

THE CORPORATION OF THE
TOWN OF PELHAM
BY-LAW #3900 (2017)

Being a by-law to provide for the classification, retention and destruction of records of The Corporation of the Town of Pelham; to delegate authority for establishing or amending retention periods to the Town Clerk; and, to Repeal By-law #2297(2001), being a by-law to provide periods of retention for and to provide for the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers.

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, C. 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, C. 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS the Town's independent Auditor has approved Schedule "A" attached to this By-law on July 19, 2017;

AND WHEREAS Section 23.1 of the Municipal Act, 2001, S.O. 2001, c.25 authorizes a municipality to delegate its powers to a person;

AND WHEREAS the Council of The Corporation of the Town of Pelham deems it expedient to update the Municipality's Records Classification and Retention By-law and Policy providing for retention, preservation and destruction of municipal records;

NOW THEREFORE the Council of The Corporation of the Town of Pelham hereby enacts as follows:

1. THAT this by-law be referred to as the "Records Classification and Retention By-law";
2. THAT authority for establishing and amending retention periods for the records of The Corporation of the Town of Pelham shall be delegated to the Town Clerk or his/her designate, subject to the approval of the Municipal Auditor for such retention periods, and shall be in accordance with The Ontario Records Management System (TOMRMS);
3. THAT the Records Classification and Retention Policy S203-04, and associated Procedure P203-04, attached as Schedules "A" and "B" hereto be adopted, it being noted that the Town Clerk is authorized to amend the Schedules from time to time in accordance with Clause 2 of this By-law;
4. THAT By-law #2297(2001) passed on June 18, 2001 be and is hereby repealed;
5. THAT this By-law shall come into force and effect immediately upon final passing thereof.

ENACTED, SIGNED AND SEALED THIS
24th DAY OF JULY, 2017


MAYOR D. AUGUSTYN


NANCY J. BOZZATO, TOWN CLERK