



**TOWN OF MINTO**

**MEETING DATE:** January 23, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Clerks  
**SUBJECT:** CL 2024-001 Records Management

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**RECOMMENDATIONS:**

THAT Council of the Town of Minto receives report CL 2024-001 regarding Records Management as information.  
AND FURTHER THAT Council approves the Records Management Policy, Personal Information Bank and the Routine Disclosure Policy as written.  
AND FURTHER THAT Council considers passing a Records Retention By-law in open session.

**BACKGROUND:**

Records management best practices are essential for Municipalities to maintain their legal and regulatory compliance. The Clerk's Department reviewed administrative policies in 2023, including the 2017 Records Management Policy. Along with the review of policies, staff worked on the organization of paper records held at the Municipality. A new electronic file system was put in place and electronic records are being reviewed.

During this review, it was noted that further policies were required regarding information held by the Municipality.

**COMMENTS:**

In 2017 a Records Management Policy was passed as well as a Records Retention By-law. Changes have been made to the policy to take into consideration best practices including the use of electronic records and the archiving of corporate records.

The new Records Retention By-law has the most up-to-date retention schedule available. The Town of Minto uses the Ontario Municipal Records Management System (TOMRMS) that provides the retention schedule using the most current legislation.

The Municipal Freedom of Information and Protection of Privacy Act requires that a Personal Information Bank (PIB) is made available for the public to view. A PIB index or register is a list of databases that include records maintained by a municipality for the purposes of supporting programs and activities that contain personal information about one or more individuals.

To improve public accessibility of records and information and support improved transparency, a Routine Disclosure Policy is required. It establishes principles and

procedures for releasing certain types of records and information without requiring the submission of a formal Freedom of Information (FOI) request. The policy identifies records and information that may be requested and disclosed routinely. It will also identify records and information that could be regularly and actively shared with the public.

**FINANCIAL CONSIDERATIONS:**

There are no financial considerations with the passing of these policies and By-law.

**STRATEGIC PLAN:**

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

**PREPARED BY:** Annilene McRobb, Clerk

**RECOMMENDED BY:** Mark Potter, Interim Chief Administrative Officer

Attached:

Draft Records Management Policy

Draft Personal Information Bank

Draft Routine Disclosure Policy