

TOWN OF FORT FRANCES

BY-LAW NO. xx/xx

(Being a by-law to establish the retention periods for documents and records of the Town of Fort Frances - the *Municipal Act, 2001*, S.O. 2001, c. 25, Sections 254 and 255.)

WHEREAS section 254 of the *Municipal Act, 2001* provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, despite the foregoing, a local board of the municipality that has ownership and control of its records shall retain and preserve the records in an accessible manner.

AND WHEREAS section 255 of the *Municipal Act, 2001* provides that a record of a municipality and a local board may be destroyed if a retention period for the record has been established under this section and the retention period has expired; and a municipality may, subject to the approval of the Municipal Auditor 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;

AND WHEREAS on August 8th, 2016, Council approved a report prepared by the Clerk which recommends the TOMRMS retention schedule be brought forward for consideration;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. Retention periods for records as set out in Schedule "A", attached hereto and forming part of this By-Law, are hereby adopted.
2. Authority for establishing and amending retention periods for the records of the Corporation of the Town of Fort Frances shall be delegated to the Clerk, and as such the Clerk may implement amendments to Schedule "A" as necessary.
3. Upon the Clerk or his/her designate satisfying him/herself that the relevant retention period established by this By-Law has expired and that no reason exists for further retention and on approval of the respective Division Managers, the said Clerk or his/her designate may then order any receipt, voucher, instruments, roll or other document to be destroyed, or to be set aside for permanent retention in an archival facility designated by the Clerk or his/her designate.
4. This By-Law comes into force on the day it receives the approval of the Municipal Auditor.

MAYOR

CLERK