



The Corporation of the Town of Tecumseh

Legislative & Clerk Services

To: Mayor and Members of Council

From: Robert Auger, Director Legislative Services & Clerk

Date to Council: Tuesday, April 22, 2025

Report Number: LCS-2025-14

Subject: Records Retention By-Law

Recommendations

It is recommended:

That Report LCS-2025-14 entitled “Records Retention By-Law” **be received**;

And that By-Law 2025-051 being a by-law to adopt a new Records Retention schedule for the corporate records for the Town **be considered** for first, second, third and final readings.

Background

In September 2022 the Town, supported by funding under the Municipal Modernization Program (MMP), engaged the services of a third party to undertake an independent comprehensive assessment of the Town’s physical and electronic records and provide a framework for improving service delivery and cost efficiencies.

Imerge Consulting (Imerge) presented their findings and recommendations in a Final Report and Presentation at the February 28, 2023 Regular Council Meeting (RCM), under [Report LCS-2023-03](#).

The presentation highlighted the Town’s current state assessment, including a strengths, weakness, opportunities and threat analysis and provided an overview of the

recommended priorities for improved information management with estimated costs of implementation.

Following Council's endorsement of Imerge's report and recommendations (RCM-39/23), a subsequent [Report LCS-2024-05](#) was presented at the March 19, 2024 RCM outlining the framework for the implementation of recommendations from Imerge's Corporate Records and Information Management Review (Review).

Administration has commenced implementation of the recommendations outlined in year one of the Review.

Comments

The Town's current Records Retention By-Law 2018-39 was approved by Council in May 2018. As indicated in the Review, it is prudent to regularly review same to ensure the municipality complies with legal obligations, manages information efficiently and protects Town assets.

Section 254 (1) and 255 (2) (3) of *The Municipal Act, 2001* also require the municipality to retain and preserve its records in a secure and accessible manner and to establish retention periods during which the records of the municipality must be retained, preserved and destroyed.

A retention schedule is a content document defining the record series and the duration of time each series must be kept. This document is used to classify records and establish legal authority of the destruction of records after the retention period has expired.

The Ontario Municipal Records Management System (TOMRMS) is the records classification index system, inclusive of retention schedules, that the Town adheres to in managing corporate records, both physically and electronically. TOMRMS, which is the predominant municipal records system used in Ontario, is actively managed and maintained by the consulting firm Information Professionals (InfoPros), who annually reviews and audits federal and provincial legislation and regulations to ensure the retention schedules remain current and compliant. As such, the Town subscribes to the compliance services provided by InfoPros. This subscription allows the Town to make prompt updates as needed, while reducing legal, fiscal and operational risks associated with non-compliance.

Accordingly, a new records retention schedule has been prepared in keeping with: 1) the latest legal and legislative requirements identified by InfoPros and 2) recent consultations with members of the Town's Records Management Working Group which is comprised of members from each Town department.

In addition to examining the records series to ensure compliance with federal, provincial, and municipal statutes and regulations, the office of custody which

determines the department responsible for maintaining the lifecycle and retention of the source record was reviewed with all departments. The new retention schedule as a result provides for a more streamlined layout for all staff to easily reference the scope notes and retention schedule.

This new proposed by-law appended to the report, preserves and protects records of value, limits liability, and facilitates access to records under the custody or control of the Town while ensuring operational needs are met.

As part of the Town's Records Management Program, this by-law will be subject to routine review and modification to ensure that changes to any legislated requirements and/or operational needs affecting the municipal records are incorporated. Such amendments, as deemed appropriate by the Clerk or designate, will be incorporated. This process ensures that the Records Retention By-law will continuously evolve to accommodate legislated changes and/or operational needs.

Consultations

All Departments
Records Management Working Group
Information Professionals

Financial Implications

There are no financial implications associated with this report.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Deputy Clerk – Clerks Services & Policy Advisor

Reviewed by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None