

# Corporation of the County of Grey

## By-Law 5110-21

### A By-law to Replace Schedule 'A' of By-law 4481-08 Being a By-law to Establish a Records Classification System and Records Retention Period for the Corporation of the County of Grey

WHEREAS Section 255 of *The Municipal Act 2001* as amended provides for a municipality, to establish retention periods during which records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

AND WHEREAS By-law 4481-08, as amended establishes a records classification by-law and records retention periods for records created by the County of Grey;

AND WHEREAS the County of Grey adopted the recommendations of the Committee of the Whole from its March 11, 2021 meeting for amendments to the Corporation of the County of Grey Records Retention By-law 4481-08, Schedule 'A';

AND WHEREAS the Council of the County of Grey having regard to the provisions of section 23.2(4) of the *Act*, is of the opinion that the delegation of authority set out below is minor in nature;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE COUNTY OF GREY HEREBY ENACTS AS FOLLOWS:

1. THAT Schedule 'A' relating to the County of Grey Records Retention By-law 4481-08 be repealed and replaced with the attached Schedule to this By-law.
2. THAT By-law 4927-16 is hereby repealed.
3. THAT the Clerk or designate is hereby delegated authority to amend Schedule 'A' of By-law 4481-08 as required from time to time to capture legislative, operational, or other such changes without County Council approval. An update on such amendments to Schedule 'A' of By-law 4481-08 will be brought forward twice per term of Council.
4. THAT records not contained in Schedule 'A' of By-law 4481-08 hold a zero day retention period and be approved for destruction immediately.

ENACTED AND PASSED this 25 day of March, 2021.

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WARDEN: Selwyn Hicks

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CLERK: Heather Morrison