

## APPENDIX 'A'

Bill No.  
2015

By-law No. A.- \_\_\_\_

A by-law to implement a records management policy for The Corporation of the City of London.

WHEREAS the records and information holdings of The Corporation of the City of London are valuable corporate assets needed to support effective decision making, meet operational requirements, and protect legal, fiscal, and other interests of the City;

AND WHEREAS Section 254 of the *Municipal Act, 2001*, S.O. 2001, Chapter 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 Bill 8, the *Public Sector and MPP Accountability and Transparency Act, 2014* requires that every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution;

AND WHEREAS the Municipal Council has determined that it wishes to implement a corporate records management policy to manage its information holdings;

AND WHEREAS section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The policy entitled "The City of London Records Management Policy" attached as Schedule 'A' is hereby approved.
2. This by-law comes into force and effect on the day it is passed.

PASSED in Open Council on \_\_\_\_\_.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading –  
Second Reading –  
Third Reading –