

The Corporation of the City of Owen Sound

By-law No. 2019-189

A By-law to adopt amended Policy No. CrS-C20,  
Records and Information Management, to update the  
retention schedule and scope notes

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WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25 provides that a municipal power shall be exercised by by-law unless it is specifically authorized to do otherwise; and

WHEREAS on January 15, 2018 the Council of The Corporation of the City of Owen Sound (the "City") passed By-law No. 2018-004 to adopt Policy No. CrS-C20 respecting records and information management; and

WHEREAS on November 18, 2019 City Council passed Resolution No. R-191118-016 directing staff to bring forward a by-law to amend Policy No. CrS-C20 to update the retention schedule and scope notes, in consideration of staff report CR-19-112 presented to the Corporate Services Committee on October 24, 2019;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

1. The amended Policy No. CrS-C20, Records and Information Management, is adopted.
2. A copy of Policy No. CrS-C20 is filed in accordance with the City's records retention policy.
3. This by-law shall come into full force and effect upon the final passing thereof at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are amended or repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 2<sup>nd</sup> day of December, 2019.

Signature on file

\_\_\_\_\_  
Mayor Ian C. Boddy

Signature on file

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Briana M. Bloomfield, City Clerk