

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2025-015

BEING a by-law to adopt a Records and Information Management Policy.

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WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

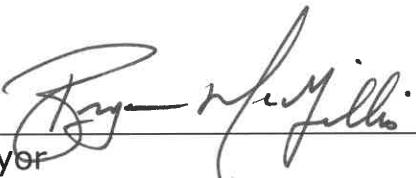
AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Council deems it advisable to adopt a Records and Information Management Policy for the Township of South Stormont.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That the Records and Information Management Policy attached hereto as Schedule "A" and forming part of this by-law, be adopted.
2. The Director of Corporate Services/Clerk or their designate is responsible for oversight of the Records and Information Management Policy, developing and communicating records and information management requirements through policies, directives, standards and procedures, and facilitating implementation of records and information management requirements through training and awareness, advice/guidance, and monitoring activities.
3. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 3<sup>rd</sup> day of March, 2025.

  
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Mayor

  
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Clerk

	<p style="text-align: center;"><b>TOWNSHIP OF SOUTH STORMONT</b></p> <p>Title: Records and Information Management Policy Schedule "A" to By-law No. 2025-015</p> <p>Policy Category: Administration</p> <p>Effective Date: March 3, 2025</p> <p>Revision:</p>
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## Policy Statement

The Township of South Stormont (Township) creates, receives, and uses records and information, recognizing them as essential corporate assets that support effective decision-making, fulfil operational requirements, promote openness and transparency, safeguard legal, fiscal, and other interests of the Township, and comply with applicable legislative requirements.

## Objectives

The purpose of this policy is to provide consistent standards and guiding actions for records and information management regardless of format or medium in accordance with the following seven principles:

1. Accountability: the Township is responsible for maintaining accurate and complete records and information on their decisions and actions.
2. Transparency: the Township operates in an open manner, making its records and information accessible to the public.
3. Trustworthiness, integrity, and authenticity: records and information the Township keeps must be authentic, maintain their integrity and ensure reliability.
4. Access and availability: Township records and information should be easily accessible to authorized individuals, including Township employees and the public, as appropriate.
5. Compliance: the Township must adhere to all relevant legislation, policies, procedures, and best practices related to records and information management.
6. Security: sensitive and confidential records and information must be securely protected against unauthorized access, alteration, or destruction.
7. Protection: the Township must protect its records and information from risks such as data breaches, physical damages, and other threats.

## Scope

This policy applies to:

- Records and information in all formats within the Township's custody and control, including active, inactive, permanent, and archival record holdings

- All Township employees, consultants, contractors, part-time employees, and volunteers who create and use records and information during the course of their duties for the Township
- Records and information of the Mayor and members of Council that are created and used to carry out Township business.

## Definitions

Records and Information: Any unit of information however recorded, whether in printed form, on film, by electronic means, or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, an e-mail and any other documentary material regardless of physical form or characteristics, made or received in the course of the conduct of Township business.

## Monitoring and Compliance

The Director of Corporate Services, or their designate, is responsible for the implementation, oversight, and administration of this policy.

In cases of policy violation, the Township may investigate and determine appropriate corrective action, as non-compliance may result in a breach of legislative requirements, leading to legal consequences for the individuals or the Township.

## Authority and Related Policies

Legislated Requirements:	<i>Municipal Act, 2001</i>
	<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Related Policies:	Records Retention By-law

## Contact

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