

**THE CORPORATION OF THE  
TOWNSHIP OF MATACHEWAN**

**BY-LAW No. 2019-15**

**BEING a By-law to provide for records management.**

**WHEREAS** the Municipal Act, 2001, as amended, gives a Municipal Council the power to pass a by-law for the management of records; and

**WHEREAS** a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner. Municipal Act 2001, c. 25, s. 254 (1). and

**WHEREAS** despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,

- (a) the retention period has expired; or
- (b) the record is a copy of the original record. 2001, c. 25, s. 255 (2); 2006, c. 32, Sched. A, s. 109 (1). and

**WHEREAS** a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254. 2001, c. 25, s. 255 (3); 2017, c. 10, Sched. 1, s. 29 (1).

**NOW THEREFORE** we, the Council of the Corporation of the Township of Matachewan **ENACT AS FOLLOWS:**

1. **THAT** the attached Schedule “A” , being a Records Retention and Disposal Guide, forms part of this by-law.
2. **THAT** this By-law shall come into force on the final passing hereof.
3. **THAT** all by-laws, parts of by-laws, resolutions or parts of resolutions inconsistent herewith be and are hereby repealed.

**READ A FIRST TIME** this 8<sup>th</sup> day of May, 2019.

**READ A SECOND TIME** this 8<sup>th</sup> day of May, 2019.

**READ A THIRD TIME AND FINALLY PASSED** this 8<sup>th</sup> day of May, 2019.

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE  
TOWNSHIP OF MATACHEWAN  
BY-LAW No. 2019-13  
SCHEDULE "A"**