



Report to Council

To: Mayor and Council Members
From: Kelly Picken, Deputy Clerk
Date: October 2, 2024
Subject: Electronic Messaging Records Management Policy

Recommendation:

Option 1:

That Council approve the Electronic Messaging Records Management Policy and amend the Records Retention By-Law 2010-0062 to include the Electronic Messaging Records Management Policy.

Option 2:

That Council receive the Electronic Messaging Records Management Policy and provide any comments and approval in principle and further that a final version be brought back for approval at a future meeting of Council.

Background:

This policy applies to all electronic messaging (email) records sent or received by authorized users of the Township's email in the care and custody of the Township of North Kawartha. The Township of North Kawartha is mandated, through the Municipal Act 2001 and the [Municipal Freedom of Information and Protection of Privacy Act](#). [The Municipal Act, 2001, S.O. 2001, c. 25, Section 254 \(1\)](#) requires that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner. The Township utilizes Records Retention By-law 2010-0062 to efficiently manage records. With modern technology the municipality conducts its business utilizing communication via the electronic transfer of information that was not available when By-law 2010-0062 was established.

Analysis:

The purpose of the Policy is to address how records are managed, created, stored, received and transmitted by electronic messaging systems such as electronic mail (email), messages sent by phone (ie. text messages, voicemails) and other platforms



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(ie. Instant messaging (Team chats, social media) are to be managed by the Township of North Kawartha.

A draft policy was presented to managers and staff for feedback.

Financial Implications:

None

Strategic and/or Other Plans:

The North Kawartha Strategic Plan 2023-2026

Governance:

3. Provide effective, clear and transparent Township communication

In Consultation With:

Connie Parent, Clerk

Attachment:

Electronic Messaging Records Management Policy
Draft By-Law