



Moved By

Last Name Printed

SEGUIN.

Resolution No.:

208 - 19

Seconded By

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Council Date:

June 10, 2019

WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Modernization Plan for the Corporate Records Program;

NOW THEREFORE BE IT RESOLVED THAT Council approve the utilization of the \$25,000 as approved in the 2019 Clerks Operating Budget for a special project called 'Records and Information Management Program Review and Implementation' to be performed by the Municipal Clerk in collaboration with Bryn Lake Records & Information Management Services in order to assist staff to complete the following steps to be performed in 2019 and 2020:

1. Classification and Retention Schedule – Review, Customization and Update;
2. Policy and Procedure Development; and
3. Staff and Council Training.