

# **The Corporation of the City of Kawartha Lakes**

## **By-Law 2020-**

### **A By-law to Amend By-law 2017-066, being a By-law to Establish Records Retention Periods for the Records of the City of Kawartha Lakes**

The full title of the By-law being amended is A By-law to Establish Retention Periods for Records of the City of Kawartha Lakes, to establish a Records Management Policy and to Delegate Authority to the City Clerk to Establish of Amend Retention Periods.

#### **Recitals**

1. An amendment is required to Schedule “A” to revise the retention periods for records under the custody and control of the City of Kawartha Lakes.
2. These changes require an amendment to the original by-law.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2020-           .**

#### **Section 1.00: Definitions and Interpretation**

##### **1.01 Definitions:**

All defined terms in the amending By-law take their meaning from By-law 2017-066 of the City of Kawartha Lakes.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

#### **Section 2.00: Amendment Details**

- 2.01 **Amendment:** Schedule “A” to By-law 2017-066 is deleted in its entirety and replaced with Schedule “A”, attached to this by-law.

### **Section 3.00: Administration and Effective Date**

- 3.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.
- 3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 28<sup>th</sup> day of July, 2020.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk