



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO RECORDS MANAGEMENT (A.20) AND ARCHIVES (A.21) POLICIES

*In whom are hidden all the treasures of wisdom and knowledge.
Colossians 2:3*

Created, Draft	First Tabling	Review
April 11, 2017	April 19, 2017	
Nancy Crawford, Chair, Governance and Policy Committee Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Members of the Committee:

Nancy Crawford, Chair
Ann Andrachuk, Vice Chair
Jo-Ann Davis, Trustee Ward 9
Maria Rizzo, Trustee Ward 5
Angela Kennedy, Ex-Officio
Frank D'Amico, Ex-Officio

A. EXECUTIVE SUMMARY

This report recommends consolidating the Records Management (A.20) and Archives (A.21) policies into one policy updated in meta format to align with relevant legislative requirements and current leading practices including reflecting amendments to the *Municipal Freedom of Information and Protection of Privacy Act* and following leading practices and resources provided to Ontario school boards.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. APPENDIX

APPENDIX A: Records Management & Archives Policy (A.20) as proposed

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Records Management & Archives policy (A.20) as proposed in Appendix A.