



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Records Management Storage Space Enhancement

Date: Apr. 7, 2025

Report Number: CLK-2025-11

Department: Legislative Services

File Number: C11 CLK 25

Prepared By: Jennifer White, Manager of Legislative Services/Clerk

Attachments: Drawing proposed shelving layout

Recommendation:

THAT Committee of the Whole receive Report CLK-2025-11 prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER authorizes a transfer from the municipal modernization reserve be used to fund the replacement of file storage shelving in the records room at the Municipal Office, as part of flood remediation efforts.

Background:

The Township of Huron-Kinloss is committed to maintaining an effective and efficient records management system. As part of this commitment, the Township has been actively working toward transitioning to an electronic records management system. This initiative aligns with best practices for environmental sustainability, enhances document security, and improves accessibility while ensuring the long-term preservation of critical municipal records.

While digitization is a key goal, there remains a necessity to retain certain records in physical form, including legal documents, historical records, and other materials mandated by legislative requirements. The ability to properly store and manage these records is essential for regulatory compliance, operational efficiency, and risk mitigation.

A recent flood at the Municipal Office has created an immediate need for remediation, including replacing drywall and flooring in the records room. Since all files and shelving must be removed to facilitate these repairs, this situation presents a unique and cost-effective opportunity to upgrade file storage capacity. This report outlines the rationale for expediting this capital project, ensuring that the Township's records storage capacity meets current and future needs.

Discussion/Analysis/Overview:

The Township continues to transition towards an electronic records management system to reduce reliance on paper records. However, there will always be a need to retain some records in hard-copy (paper) format for legal, regulatory, and archival purposes. Many of these documents will have a permanent retention period,

meaning there is no ending to the requirement for them to be safely stored by the Township. These types of permanent records will continue to grow in volume year over year.

Staff have been exploring options to increase storage capacity for these types of records, including Electronic Records Management, off-site storage solutions, and alternative municipal storage areas. Upgrades to increase the storage capacity within the records room, were considered as part of the municipal modernization funding project but was deferred in favor of higher priority projects and reprioritized for consideration in a future budget cycle.

Staff provide the following rationale for expediting this project now:

- 1) Cost Efficiency through Insurance Coverage
 - The labour and time required to remove and relocate records as part of the floor replacement are already covered under the insurance claim.
 - This significantly reduces additional staff time and resources required to undertake a separate file storage replacement project at a future date.

- 2) Effective Use of Available Reserve Funds
 - Although this project was not included in the approved 2025 budget, Staff have identified that the municipal modernization reserve can be utilized.
 - Some projects allocated within this reserve have been completed using alternative funding sources, and others are no longer expected to proceed, making funds available for this urgent need.

- 3) Operational Efficiency and Reduced Disruption
 - Completing the shelving replacement concurrently with flood repairs minimizes future disruptions to municipal operations.
 - Undertaking the project as part of remediation efforts ensures that when the records are returned to the room, they are organized within an optimized storage system, preventing the need for additional handling and movement of records in the future.

- 4) Enhanced Records Storage Capacity
 - The replacement shelving will increase storage capacity, allowing for better organization and retention of both active and historic municipal records.
 - This upgrade will prepare the facility to meet records storage needs for at least the next decade, ensuring compliance with record retention policies.

Procurement Considerations

Staff attempted to procure three quotes as required under the municipal procurement policy; however, only one supplier was able to create a design that maximized storage capacity given the unique structural characteristics of the room, and could meet the deadlines required to align with the ongoing remediation project.

Given the current uncertain economic conditions and previous experience with this supplier, staff support purchasing from Spacesaver Inc., a 100% Canadian-owned company located in Aurora, Ontario. This supplier provides product that is consistent with the other records management filing systems currently in use at the municipal office, ensuring continuity and compatibility with existing infrastructure.

Conclusion

Given the necessity of emptying the records room for flood remediation, the replacement of shelving to increase storage capacity presents an efficient and strategic use of municipal resources. Approving this capital project now ensures cost savings, enhances records management capabilities, and aligns with long-term municipal needs. Staff recommend that Council approve the transfer of funds from the municipal modernization reserve to complete this project.

Financial Impacts:

The total estimated price for supply, delivery and installation is \$31,202.82 plus HST. Staff propose a transfer from the municipal modernization reserve to cover the cost which were not included in the 2025 budget.

Labour and relocation costs will be absorbed as part of the flood remediation process, covered by insurance.

Performance Measurement:

The new shelving system will expand storage capacity from the current 5,640 nominal linear filing inches by an additional 3,528 NLF inches.

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Strive for continuous improvement and increased efficiency

Respectfully Submitted By:

Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:

Jodi MacArthur, Chief Administrative Officer