



# REPORT

To: ONE Joint Investment Board  
From: Jason Hagan, Program Manager  
Date: May 29, 2024  
Re: ONE JIB Agreement and Records Retention By-law Update  
Report: ONE JIB 2024-029

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## 1. RECOMMENDATIONS

It is recommended that the Board:

1. Receive the report

## 2. SUMMARY

ONE JIB adopted amendments to the ONE JIB Agreement and enacted a Records Retention By-law at its meeting of February 28, 2024.

The Participating Municipalities have all passed the required by-laws and unanimously supported the amendment of the ONE JIB Agreement and enactment of the ONE JIB Records Retention By-law. As a result, the ONE JIB Agreement and Terms of Reference have been amended to increase the maximum number of ONE JIB members to 12. The amendment provisions of section 12.02 of the ONE JIB Agreement are now in effect, as is the ONE JIB Records Retention By-law.

## 3. BACKGROUND

### **Staff met with Participating Municipalities to discuss the action required by them**

ONE Investment staff met with staff of the Participating Municipalities on January 23, 2024, to provide them with an overview of the proposed ONE JIB Records Retention By-law and the request for a delegation of authority to the Board Secretary. Staff of the Participating Municipalities were provided with a template report and by-law to support the request for approval by their Councils of the ONE JIB by-law, as well as changes to the ONE JIB Agreement to increase the maximum number of ONE JIB members to 12, and changes to the amendment provisions of section 12.02.

The Participating Municipalities were requested to provide ONE Investment with confirmations by April 16, 2024.

#### **4. ANALYSIS**

##### **Participating municipalities unanimously approved the changes**

The 11 Participating Municipalities passed the required by-laws and unanimously supported the amendment of the ONE JIB Agreement and enactment of the ONE JIB Records Retention By-law.

#### **5. CONCLUSION**

The amendment provisions of section 12.02 of the ONE JIB Agreement are now in effect, as is the ONE JIB Records Retention By-law.

ONE JIB is demonstrating a commitment to good governance and continuous improvement by establishing retention periods during which ONE JIB's records will be retained and preserved in a secure and accessible manner.

Drafted by: Jason Hagan, Program Manager and Jennie Song, Board Coordinator  
Approved by: Judy Dezell and Donna Herridge, Co-Presidents/CEOs