

THE CITY OF SPRUCE GROVE

BYLAW C-1441-26

RECORDS AND INFORMATION MANAGEMENT BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, c M-26, as amended, the Chief Administrative Officer must ensure that all Records and documents of the municipality are kept safe;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, c M-26, as amended, a council may pass a bylaw respecting the destruction of Records and documents of the municipality;

WHEREAS, pursuant to the *Protection of Privacy Act*, SA 2024, c P-28.5, as amended, the Head of a Public Body must protect personal information from unauthorized access, collection, use disclosure or destruction.

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

- 1.1 This bylaw is called the “Records and Information Management Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, RSA 2000, c M-26, as amended.
- 2.2 “Archived Record” means a Record that has been selected for permanent or long-term preservation because it possesses enduring legal, administrative, historical, or evidentiary value, but is no longer required for active operational use.”
- 2.3 “Board” means a Council appointed statutory management board or quasi-judicial board.
- 2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

- 2.5 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.6 “Corporate Records Structure” means the framework used by the City to classify, manage, store, retrieve, protect, retain, and dispose of all municipal Records. It includes but is not limited to the City’s Records classification system, retention and Disposition schedule.
- 2.7 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000, c L-21, as amended.
- 2.8 “Council Committee” means a Council appointed committee established under s. 145 of the Act.
- 2.9 “Department” means an organizational unit of the City which carries out specific municipal functions, services, or administrative responsibilities.
- 2.10 “Disposition” means the final phase in a record's lifecycle. It refers to the authorized, systematic actions taken with obsolete records, which typically involve securely destroying them, erasing them, or transferring them to a City approved archive or historical repository.
- 2.11 “Electronic Record” means a record that exists at the time a request for access is made or that is routinely generated by a public body that can be any combination of texts, graphics, data, audio, pictorial or other information represented in a digital form that is created, maintained, archived, retrieved or distributed by a computer system..
- 2.12 “Head of a Public Body” means the City Manager.
- 2.13 “Outside Agency” means an organization and/or individual under a contract with the City.
- 2.14 “Record” means any Electronic Record or other Record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the Record.
- 2.15 “Records Management” means the coordinated and systematic control of Records throughout their lifecycle, from creation or receipt, through

- classification, use, maintenance, storage, and retention, to final disposition in accordance with applicable legislation, municipal policies, and recognized records management standards, regardless of format or medium.
- 2.16 “Retention Schedule” means a document which authorizes the length of time City Records are to be retained, the format or medium in which they are to be preserved and the method of Disposition in order to meet the City’s operational, legislative, and legal requirements.
- 2.17 “Transitory Records” means Records that are not required to meet statutory, administrative, operational or financial obligations. Transitory Records are Records that:
- (a) are not regularly filed or should not be filed in a records system; and
 - (b) are required for only a limited period of time for the completion of a routine action or the preparation of a Record.
- 2.18 “Vital Record” means a record of the City which contains information essential to:
- (a) the provision of City services and operations;
 - (b) the conduct of emergency operations during and immediately following a disaster;
 - (c) resumption of City services or operations;
 - (d) re-establishment of the legal, financial, and functional responsibilities of the City; and
 - (e) protection or re-establishment of the rights and obligations of individuals, corporate bodies and other municipalities with respect to the City.

3. RECORDS MANAGEMENT POLICY

- 3.1 The City Manager shall establish, by way of policy, standards, guidelines, and roles and responsibilities for the management of corporate Records.

4. CORPORATE RECORDS STRUCTURE

- 4.1 The Corporate Records Structure is used to:
 - (a) create Records; and
 - (b) establish a Retention Schedule for all Records, including Disposition.
- 4.2 The Corporate Records Structure shall include access to information designations in accordance with the *Access to Information Act*.
- 4.3 The Corporate Records Structure shall be approved by the City Manager.
- 4.4 Transitory Records shall form part of the Corporate Records Structure and shall be disposed of promptly once their immediate purpose has been fulfilled.

5. CUSTODY AND CONTROL OF RECORDS

- 5.1 Records in the custody and control of City departments, and boards and committees are the property of the City.
- 5.2 Where Records are in the possession of an outside agency, such Records will be under the City's control when:
 - (a) the record is specified in the contract as being under the control of the City;
 - (b) the content of the record relates to the City's mandate and functions;
 - (c) the City has the authority to regulate the Records use and Disposition;
 - (d) the outside agency is a consultant, and the record was created for the City; or
 - (e) the contract permits the City to inspect, review, or copy the Records produced, received, or acquired,
- 5.3 Vital Records shall be preserved and protected in accordance with the Corporate Records Structure.

- 5.4 The process of archiving Archived Records shall be completed in accordance with the Corporate Records Structure.

6. DESTRUCTION OF RECORDS

- 6.1 Any City Records that are eligible for final Disposition and are the subject of litigation will not be destroyed and will be retained until the Records are no longer the subject of litigation or potential litigation.
- 6.2 When Records have reached their destruction date, the Head of the Public Body shall certify in writing the Records that are to be destroyed in accordance with the Corporate Records Structure. This certification shall form a permanent listing of those Records that have been destroyed.
- 6.3 Destruction of all Records shall be carried out in the presence of a witness. The person who destroys the Records shall provide a statement of writing attesting to the time and place of the destruction together with a listing of the Records destroyed and the names of the witness present.

7. SEVERABILITY

- 7.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

8. EFFECTIVE DATE

- 8.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

9. REPEAL OF BYLAW C-639-07

- 9.1 Bylaw C-639-07 and any amendments hereto are hereby repealed.

First Reading Carried	17 August 2026
Second Reading Carried	17 August 2026
Third Reading Carried	24 August 2026
Date Signed	24 August 2026

Mayor

City Clerk