

VILLAGE OF ANMORE

BYLAW NO. 572-2018

A bylaw to authorize a Records Management System

WHEREAS section 148 of the *Community Charter*, S.B.C. 2003, c. 26, requires that the corporate officer is responsible for the preparation, maintenance, access and safe preservation of the minute books and other records of the business of the Municipal Council of the Village of Anmore;

AND WHEREAS sections 6(1) and 30 the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, require that the Village of Anmore must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal;

AND WHEREAS the Municipal Council of the Village of Anmore desires to manage and maintain the corporate records system of the Village of Anmore;

NOW THEREFORE the Municipal Council of the Village of Anmore in open meeting assembled, enacts as follows:

TITLE

1. This bylaw may be cited as "Anmore Records Management Bylaw No. 572-2018".

INTERPRETATION

2. In this bylaw:

"Designated Officer" means the Manager of Corporate Services, who is designated and authorized to act on behalf of the Village of Anmore to manage and maintain the records management system;

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records; and

"records management system" includes a system used by the Village of Anmore to manage the records of the Village from record creation through to records disposal.

RECORDS MANAGEMENT SYSTEM ESTABLISHED

3. The records management system currently used by the Village of Anmore is authorized.

COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM

4. All records in the custody or control of the employees and management of the Village of Anmore are the property of the Village of Anmore. All records of the Village of Anmore must comply with this records management system and this bylaw. All employees, management, the Municipal Council of the Village of Anmore, service providers and volunteers of the Village of Anmore must comply with this bylaw.

DESIGNATED OFFICER

5. The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

MANUAL OF PROCEDURES AND POLICY

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Village of Anmore are created, accessed, maintained and disposed of only as provided by the Manual. The Manual must provide for management of the records of the Village of Anmore and include provisions regarding:
 - (a) the making, receiving and capturing, and organization of records, including records not authorized for creation;
 - (b) the collection of records (including records not authorized for collection);
 - (c) access to records;
 - (d) disclosure of records;
 - (e) maintenance of records;
 - (f) managing records;
 - (g) using records;
 - (h) retention of records;
 - (i) security of records, including protection;
 - (j) storage of records;
 - (k) preservation of records;
 - (l) disposal of records, including destruction; and
 - (m) any other records management matter(s) the Designated Officer authorizes to be included in the Manual.

INTEGRITY AND AUTHENTICITY MAINTAINED

7. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

AUTHORIZATION TO AMEND MANUAL

8. The Designated Officer is authorized to amend the Manual.

COMPLIANCE WITH LAW

9. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

SEVERABILITY

10. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

READ a first time the 9th day of January, 2018

READ a second time the 9th day of January, 2018

READ a third time the 9th day of January, 2018

ADOPTED the 23rd day of January, 2018

J. McEwen

MAYOR

C. Baird

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Records Management Bylaw No. 572-2018".

January 23, 2018

DATE

C. Baird

MANAGER OF CORPORATE SERVICES