



BYLAW 2018-14

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, RESPECTING RECORDS RETENTION AND DESTRUCTION

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

1: TITLE

1.1. This bylaw shall be known as the “Records Retention and Destruction Bylaw.”

2: INTERPRETATION

2.1. In this bylaw:

- a) “record” means a record as defined in the Freedom of Information Act and Regulation RSA 2000 Ch F-25 as amended.

3: RECORDS RETENTION AND DESTRUCTION

3.1. The chief administrative officer shall:

- a) authorize a retention schedule that sets out the minimum retention periods for the Town’s records;
- b) authorize the destruction of records; and
- c) maintain documentation of records that have been destroyed.

3.2. The Town’s records shall be maintained for the minimum retention periods authorized by the chief administrative officer.

3.3. The Town’s records may be destroyed once the minimum retention period authorized by the chief administrative officer has expired.

3.4. Notwithstanding sections 3.1 and 3.2,

- a) The chief administrative officer may authorize the destruction of the original bylaws and minutes of council meetings only if the originals have been recorded on microfiche on another system that will enable copies of the originals to be made.
- b) An individual’s personal information used by the Town to make a decision that directly affects the individual shall be retained for at least one year after using it.

4: ENACTMENT/TRANSITION

4.1. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

4.2. Bylaw 2016-10 is repealed.

Bylaw approved by:

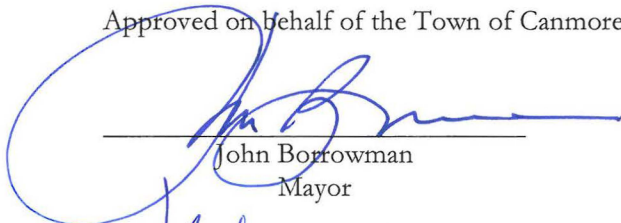
4.3. This bylaw comes into force on the date it is passed.

FIRST READING: September 4, 2018

SECOND READING: September 4, 2018

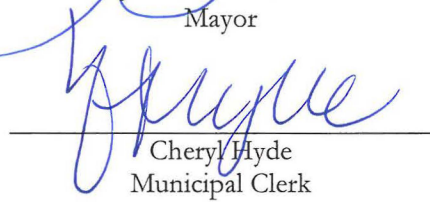
THIRD READING: September 4, 2018

Approved on behalf of the Town of Canmore:



John Borrowman
Mayor

September 6, 2018
Date



Cheryl Hyde
Municipal Clerk

September 5, 2018
Date